

**First things first:**

**Record all your important numbers and details related with the move:**

| Seller | Address: | Contact: |  |
|--------|----------|----------|--|
|        |          | Tel:     |  |
|        |          | Mobile:  |  |
|        |          | Email:   |  |
|        |          | Fax:     |  |
| Buyer  | Address: | Contact: |  |
|        |          | Tel:     |  |
|        |          | Mobile:  |  |
|        |          | Email:   |  |
|        |          | Fax:     |  |

**House Moving Service Providers:**

| Service            | Provider        | Contact: |                          |
|--------------------|-----------------|----------|--------------------------|
| Packing Materials: | PacknMove.co.uk | Tel:     | Freephone: 0800 698 5101 |
|                    |                 | Email:   | info@packnmove.co.uk     |
|                    |                 | Other:   | Freefax: 0800 698 5102   |
|                    |                 |          |                          |
| Solicitors:        |                 | Tel:     |                          |
|                    |                 | Email:   |                          |
|                    |                 | Other:   |                          |
|                    |                 |          |                          |
| Estate Agent:      |                 | Tel:     |                          |
|                    |                 | Email:   |                          |
|                    |                 | Other:   |                          |
|                    |                 |          |                          |
| Mortgage lender:   |                 | Tel:     |                          |
|                    |                 | Email:   |                          |
|                    |                 | Other:   |                          |
|                    |                 |          |                          |
| Van rental:        |                 | Tel:     |                          |
|                    |                 | Email:   |                          |
|                    |                 | Other:   |                          |
|                    |                 |          |                          |
| Removal Company:   |                 | Tel:     |                          |
|                    |                 | Email:   |                          |
|                    |                 | Other:   |                          |
|                    |                 |          |                          |
| Storage:           |                 | Tel:     |                          |
|                    |                 | Email:   |                          |
|                    |                 | Other:   |                          |

**Next:**

**Request final bill / changeover details / change address details.**

*NB. Print some change of address cards for your friends and relations too!*

| Service                          | Action Required    |                |                 | By whom | Done |
|----------------------------------|--------------------|----------------|-----------------|---------|------|
|                                  | Request final bill | Change Address | Other (specify) |         |      |
| Post Office                      |                    |                | Re-direct mail  |         |      |
| Gas supplier                     |                    |                |                 |         |      |
| Electricity supplier             |                    |                |                 |         |      |
| Water supplier                   |                    |                |                 |         |      |
| Rental Agreements                |                    |                |                 |         |      |
| Doctor                           |                    |                |                 |         |      |
| Dentist                          |                    |                |                 |         |      |
| Telephone                        |                    |                |                 |         |      |
| Mobile Phone                     |                    |                |                 |         |      |
| Hire Purchase companies          |                    |                |                 |         |      |
| Credit Card companies            |                    |                |                 |         |      |
| Cable or digital TV              |                    |                |                 |         |      |
| Car breakdown services           |                    |                |                 |         |      |
| Catalogue shopping companies     |                    |                |                 |         |      |
| Driving License                  |                    |                |                 |         |      |
| Car Insurer                      |                    |                |                 |         |      |
| TV Licence                       |                    |                |                 |         |      |
| School, Nursery or Playgroup     |                    |                |                 |         |      |
| Newspaper / magazines deliveries |                    |                |                 |         |      |
| Local council – council tax      |                    |                |                 |         |      |
| Home insurance                   |                    |                |                 |         |      |
| Bank                             |                    |                |                 |         |      |
| Building Society                 |                    |                |                 |         |      |
| Moving insurance                 |                    |                |                 |         |      |

### Final preparations:

| Task  | Notes | By Whom | Done |
|---|-------|---------|------|
| Pets - make moving arrangements   |       |         |      |
| Moving Vehicles - arrange for neighbours to leave room for you at both ends |       |         |      |
| Fridge & freezer - defrost two days before move                             |       |         |      |
| List everyone who needs to receive a change of address card                 |       |         |      |

### Make a 'Last out - First In' Box.

*NB: This box should be filled with the items you need most when you first arrive!*

| Contents   | Notes | Done |
|--|-------|------|
| Keys (car, home, etc)                                  |       |      |
| Money & Credit Cards                                   |       |      |
| Jewellery  |       |      |
| Kettle   |       |      |
| Tea  |       |      |
| Coffee   |       |      |
| Milk   |       |      |
| Mugs   |       |      |
| Snacks   |       |      |
| Basic cutlery & crockery (you may want to use plastic) |       |      |
| Cork screw   |       |      |
| Bottle of Champagne                                    |       |      |
| First Aid Kit  |       |      |
| Towels   |       |      |
| Toilet Paper   |       |      |
| Hand Soap  |       |      |
| Toiletries   |       |      |
| Scissors   |       |      |
| Bedding  |       |      |
| Pen  |       |      |
| Small Radio  |       |      |
| Matches / lighter                                      |       |      |
| Basic Tools  |       |      |
| Shower Curtain   |       |      |
| Torch  |       |      |

**Prepare a courtesy list to of information to leave for the new occupiers:**

| <b>Outgoing Home-mover Courtesy List</b> |                       |       |         |      |
|--|-----------------------|-------|---------|------|
|  |                       | Notes | By Whom | Done |
| Keys:                                    | Front door            |       |         |      |
|  | Back door             |       |         |      |
|  | Windows               |       |         |      |
|  | Garage / outbuildings |       |         |      |
|  | Other                 |       |         |      |
| Your new address                         |                       |       |         |      |
| Your new phone number                    |                       |       |         |      |
| Location of:                             | Water stopcock        |       |         |      |
|  | Gas stopcock          |       |         |      |
|  | Electric fusebox      |       |         |      |
| Central heating instructions             |                       |       |         |      |
| Rubbish collection & recycling details   |                       |       |         |      |

**And a wish list of the information you will need in your new home:**

| <b>Incoming Home-mover Wish List</b>   |                       |       |          |  |
|--|-----------------------|-------|----------|--|
|  |                       | Notes | Received |  |
| Keys:                                  | Front door            |       |          |  |
|  | Back door             |       |          |  |
|  | Windows               |       |          |  |
|  | Garage / outbuildings |       |          |  |
|  | Other                 |       |          |  |
| Your new address                       |                       |       |          |  |
| Your new phone number                  |                       |       |          |  |
| Location of:                           | Water stopcock        |       |          |  |
|  | Gas stopcock          |       |          |  |
|  | Electric fusebox      |       |          |  |
| Central heating instructions           |                       |       |          |  |
| Rubbish collection & recycling details |                       |       |          |  |

