

# MOVING CHECKLIST

STEP BY STEP  
COMPLETE MOVING CHECKLIST GUIDE



GET READY FOR YOUR BIG MOVE DAY  
WITH OUR MOVING CHECKLIST

STEP by STEP



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It feels like there are thousands of things to do when arranging a residence move. A bit of organization with our moving checklist can reduce your work into manageable chunks and minimise the stress of your move.

Before you start with anything, you'll need to organize a safe briefcase to keep together all important documents and records related with your move. It'll help you to keep together and track information's such as: contracts, estimates, insurances, quotes, inventory of moving items and of course your checklist.

## 8 WEEKS BEFORE THE MOVE DAY

Once you have found your new accommodation you can start to prepare for your upcoming move. The exchange of contracts means you have passed the way of no return, and the move is surely on.

- Confirm the date of your move with your solicitor or estate agency.
- Choose the way you want to move,
  - whether you will rent a van for your DIY move? – moving yourself is tough and takes longer than you expect.
  - order full [Removals Service](#) including packing service?
  - or [hire man with a van](#) - with this option you need pack and prepare everything to be ready to move, as you hire man or men with van service to do all loading, transport and unloading. Plus you save up to 50% on your move comparing to full removals service.
- Plan a budget for your house move.
- If you are moving abroad plan the way of transporting your car if you don't want to do long drive.
- If you are moving to unfamiliar area you can do a little bit of local research. Check newspapers or website communities to get closer with new environment.
- Update new contact list in your mobile including addresses of: nearest stations, banks, doctors, schools, shops, pharmacies and all other services. This will help you within first few days before you'll get closer with a new topography. Keep also list of these records in your safe briefcase for any emergency.

- Find school for your children's and arrange records to be transferred from old to the new one.
- Transfer or cancel your membership contracts such as: gym, health clubs, groups or any other organizations you belong.
- If you are in accommodation that is rented, simply give notice to your landlord.
- Try to approach friends, family and ask if you can leave children or pets in their safe hands, out of the way during the move.

**TIP:** If you are moving due your job, so check with your employer if you entitled for the return of full or part of the costs of your move.

**Related Articles:** [Why Use London Man Van as your moving company?](#)

**Tools:** [Use our sample Notice letter to your Landlord](#)

## 7 WEEKS BEFORE THE MOVE DAY

Prepare an [INVENTORY LIST](#) as now it's time to go through every room of the house. It will be help your removal company to estimate your moving cost. Also you will need it for Insurance purposes.

- Create your own inventory list on our website - [INVENTORY LIST](#)
- Decide what furniture's you want take to your new house. Don't pay for moving unwanted items? Consider giving away unwanted items to family, friends, charity or sell it on eBay, Gumtree.
- Try to get a measurement of doors and corridors of your new property, to estimate whether your furniture will fit into your new home during your move.
- Create floor plan and consider where your furniture will go in your new home.
- If you need new furniture in the house, order it now to be delivered to your new home.
- Assess if you will need to book storage facilities and get estimates if needed.
- If you have any valuable belongings, take them to an expert for assessing the exact figure to be sure you have adequate insurance.

- Consider whether you want to arrange additional insurance for your move.
- Get an estimates for your move – [get free quote](#).
- Assess van size you might need, consider parking space for removals van in both addresses - for larger moves sometime is cheaper to have 2 Luton Vans instead of one 7.5 tonne truck.
- Check Insurance details with moving companies check their feedbacks and any discounts they might offer.
- Choose moving company you are going to use.
- Find out about payment method with your moving company– if cash, card payments, bank transfer, deposit or in full.
- Arrange date of your move with your moving company and book your move. Early booking saves you lots of stresses and helps to save you money.
- Get an estimated quote for your move through our website or contact us directly.
- Most of the house moves happen on Friday, to give you the two day weekend to get straight, but a few extra days before the shifting day may be advisable especially when you are moving from a big property.



**TIP:** In your Inventory list write down the serial numbers of all appliances and electronics for insurance purposes.

**Related Articles:** [What van size will I need?](#)

**Tools:** [Create Inventory list to PRINT](#), [Check van sizes](#), [Find Storage](#)

## 6 WEEKS BEFORE THE MOVE DAY

This is a best time to declutter and decide whether what you want to take or to leave behind. Going through this step you might be surprised how many unwanted items you being stored.

- Start to collect or [order online packing materials](#) such as moving boxes, bags, tapes, packing paper, mattress / sofa covers, wardrobe boxes, markers, stickers to label the boxes, etc.

### Start sorting and decluttering

- Sort your documents, bills, drawers with the treasures.
- Arrange a documentation box for new owners with all instructions, warranties. Attach your contact details in case they might want to contact you about any post on your name.
- De clutter shed, garage, loft - tools, clothes, shoes, etc.
- Label each box. Write on the top and side, or print out a label to stick on. Use a specific colour labels in each room. It will facilitate efficient arrangement in your new home.
- Describe what's in the particular box, where the box is going and its number.
- Fragile, delicate items pack carefully and label as FRAGILE.

### Separate valuables

- Separate valuables in separate box and keep them within reach and in view. Take it with you when you'll be moving to your new home.
- Use your safe briefcase to keep important documents within reach and in view as, inventory list, moving estimate, contracts, etc.
- Separate valuables in separate safe box and keep them within reach and in view. Take them personally with you on the moving day.

**TIP:** Number the boxes in each room (e.g. Master Bedroom 2/15)

**Related Articles:** [How To De-Clutter During House Move?](#)

**Tools:** [Order Packing Materials Online](#)

## 4 WEEKS BEFORE THE MOVE DAY

To prevent from the last minute packing, there are few things to do to help the leaving home day itself run smoothly.

### Start your packing

- Start to pack of everything you won't need till you move in to the new home.
- It is also time to start dismantling your carefully crafted home, room by room.
- Pack the items that are non-essential like ornaments, books, out of season clothes, toys and mark the boxes with what's inside and what room it will need to end up.
- Prepare essential tool box that you may need for your furniture disassembling and assembling task.
- Start to dismantle larger furniture's or let us know if you want to give up with this task and let us do it for you.
- Prepare garage sale or try to sale some items online.
- Drop unwanted items to the charity.
- Call the city council and arrange collection of items you want to throw away.
- Reconfirm when you will get the keys to your new property.
- Arrange parking suspension for the removal van.
- Book a slot to change the locks in your new house as soon as you arrive.
- Arranged cleaning and disconnecting of your appliances like a washing machine, electric cooker.
- Arrange Move In / Out cleaning.
- Start run down your fridge-freezer, reduce shopping of food.
- Arrange day off with your office work, so you can look after your move.

**TIP:** Consider giving away unwanted items to family, friends, and charity or sell it. Safe your money on moving unwanted items to your new home that will never be used.

**Related Articles:** [How To Arrange Parking for the Moving Day?](#)

## 2 WEEKS BEFORE THE MOVE DAY

Now you can start to spread the news about your imminent move. You will be happy of everything you tackled ahead of time as now you need to start the process of contacting everyone in your address book, both utilities and personal.

Download “Who to Inform” detailed list and start the process of updating everyone about changes of your address details from the specified date.

- Notify all financial institution about changing the addresses; pensions, bank, and loans, saving accounts, investments, credit cards.
- Buildings insurance needs to start on your new house from the day when you exchange contracts.
- Notify the insurer of moving content and arrange to move the cover to the new home address from the day you move in.
- Remember other policies including: medical; motor; pets; life.
- Let your HMRC department know your moving details, and also inform the tax office if you are self-employed. Most tax councils have websites, so visit yours for the submission of details about moving to a new house.
- Transfer or arrange new contracts for utilities such as; electricity, gas and water suppliers for the new home address from the day you move in.
- Arrange your phone and broadband to be transferred to your new home address from the date you move in or shop around for a better deal.
- Update the records for any social security payments you may receive.
- For the electoral registration, go online to update your details to get the right to vote.
- Complete the form online or to follow the manual process to notify TV licensing of your new home address.
- Notify all the deliveries such as newspapers and milk that you are moving and the exact date to which you would like the service to take.
- Send an email or text message to your friends and relatives about your new details, as sending cards by post can be costly.

**TIP:** Consider any repairs of landlord’s property to get your deposit back in full.

**Tools:** [Who to Inform checklist - ready to print.](#)

## 1 WEEK BEFORE THE MOVE DAY

Collect the keys from your estate agent for your new property, to be sure there will be no delay with your move by negligence by the estate agency as it happens often.

- Inspect your new home to check if everything is in a good and working as electricity, gas, heating, hot water, toilet flush, showers, doors and windows locks. Make sure there are no leak marks on the walls and ceilings.
- If there are any issues please report to estate agency what need to be fixed.
- Continue with reminded packing task.
- Make sure to not pack any flammables or hazard goods as your moving company will not transport them, so try to dispose safely.
- Arrange any other disposal you may require for unwanted items.
- Return books from local library.
- Arrange new prescriptions and make sure you have enough medication for next few weeks after your move.
- Make sure you can leave young children and pets in safe hands with your family, friends or nanny on the day of move, and see if, out of the way.
- Label boxes with valuables which you will take personally to your new property on the moving day.
- Also visit the post office or complete the online form about leaving current residence and register for [post redirection](#).
- Return or collect borrowed things from your friends.
- Make sure to service your vehicle and do a check-up especially if you are moving for longer distance.
- If you expect any problems with parking space on the move day, inform your neighbours about your move and try to negotiate extra space for the removal van.
- Consider using protective materials on the floor and door frames. Please advise your removals company if needed.
- Arrange carpet and curtains to be cleaned in both addresses.

**TIP:** Run down your storage of food and try to empty freezer and larder.

**Tools:** [Local recycling centre contact details](#), [Post Redirection](#).



## 3 DAYS BEFORE THE MOVE DAY

- Confirm with estate agent if everything has been fixed in your new property.
- Do last minute laundry and make sure washing machine will be disconnected afterwards.
- If you are leaving some of furniture's, check if there's nothing in, underneath, behind or on top of it?
- Pack a bag for each family member containing their essentials: toiletries, nightwear, change of clothes and not forgetting towels and bed linen.
- Prepare mini toolkit with a screw driver, key, knife, light bulbs and tape.
- Confirm babysitters, pet sitters

## 1 DAY BEFORE THE MOVE DAY

- To prevent from the last minute packing, there are few things to do to help the leaving home day itself run smoothly.
- Organize a box for all the kitchen items containing mugs, cutlery, kettle, milk, tea and the coffee for your first day when you move in to your new property.
- Organize Travel Bag for your car or to travel in the train.
- Prepare some tasty sandwiches and get soft drinks for tomorrow.
- Order meals delivery for your moving day, as you won't feel like cooking.
- Make sure to withdrawn some extra cash for any local expenses or you may want to tip moving guys.
- Is everything packed and clearly marked?
- Try to defrost the freezer before the time. ( recommended for longer distance moves )
- Keep all the important numbers with you such as the estate agent and solicitor.
- Put all the documents and valuables in a safe place.  
Keep a copy of the yellow pages, as you never know if you will need to call a glazier or a plumber.
- And also don't forget to keep a pen and a paper.
- Charge all the mobile phones and tablets for children during the night.

**TIP:** Go sleep earlier as tomorrow will be a long day.

## ON THE MOVING DAY

Once the moving day arrives, wake up in early morning to make sure you are ready when movers arrive.

- Leave children's, pets in safe hands with your family, friend or babysitters.
- Put in charge your older children to help with final packing their belongings.
- Remove bed linen.
- Empty Fridge/Freezer.
- Finish packing the toiletries box.
- Make sure you are available when the movers arrive so you can easily answer any questions they might have.

## MOVERS ARRIVED

- As movers arrive, take them through the house and explain what need to be taken.
- Mention what need to be dismantle and what need an extra care during the move.
- Protect floor and carpets.
- Offer a coffee and biscuits for the movers.

## LAST CHECK-IN BEFORE YOU LEAVE

- Make sure you have the movers contact details in case of any questions that might arise during transit.
- Make sure everything has been taken and nothing left behind.
- Check if movers have correct destination address.
- Take a picture of electricity, gas, and water meter readings just before you leave.
- Lock windows and doors and leave the keys in safe place not on the window view.

## WHEN YOU ARRIVE TO YOUR NEW PROPERTY

- Take a picture of electricity, gas, and water meter readings when you arrive.
- Most of moving companies will request payment before unloading, if you paid already show them payment confirmation.
- Instruct movers where they should unload furniture's and boxes.
- If you used a specific colour labels to label your boxes for each room, than stick adequate colour labels on the door of each room in your new home, so the movers will put your labelled boxes in to appropriate room.
- Make sure your beds are assembled for the first night.
- Check with inventory list if you have everything.
- Check the condition of delivered furniture's, and report if you found any damage, once movers leave the property there will be no way for you can complain or request insurance cover.
- Check the van if it's empty, this you responsibility to make sure everything has been unloaded.
- Tip the movers if you think they deserve.
- Begin unpacking necessary things in the kitchen and bathroom.

## AFTER YOU MOVED IN

- Change door locks and make some copies of the new keys for each family member and your regular cleaner.
- Check if all utilities are connected and working.
- Make sure you have paid all utility bills at your previous address.
- Make sure all addresses been changed, post redirected, old contracts cancelled or transferred to new address. If not use our checklist "Who to Inform" and change all addresses as soon as you can.
- Start unpacking and decorating your house to make it your home.
- Write [review](#) for you moving company.

ENJOY YOUR NEW HOME