



# YOUR MOVING GUIDE

## REMOVALS, STORAGE AND INTERNATIONAL SHIPPING



At Britannia, we understand about moving home and just how many things you'll have to think about. That's why we have created this simple Moving Guide to make things easier for you. Our step-by-step checklist of things you'll need to do before and during your move will help you to remember all those important details, like making sure your new phone line is connected or redirecting your post.

**Follow Britannia's Moving Guide for a smooth and happy move.**

### Three Weeks Before



Arrange childcare for your moving day - although older children may well want to be involved in your move, you may decide that it will be less stressful for younger children, and for you, if you arrange for them to go to relatives or friends on the moving day itself.

Make arrangements for moving your pets - moving can be very disruptive for pets so you may want to ask your vet for specialist advice on taking care of your animals to avoid distressing them.

Clear out unwanted belongings - planning a fresh start in your new home is an ideal time to have a good clear out of any unwanted belongings. Local charity shops will welcome smaller items such as books, ornaments or clothing. You should also be able to find local furniture recycling charities who will collect items you do not want to take to your new home. You can also speak to your Britannia representative as Britannia support various local and national charities.



Start emptying your freezer - remember that your freezer will need to be empty and defrosted before your move so try to use up as much of its contents as you can to avoid unnecessary waste.

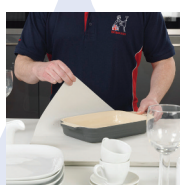
### Two Weeks Before



Arrange for meter readings and service disconnection/connection - Contact your essential service providers and notify them of your move. You will need to arrange for water, gas and electricity readings at your present home on the day of your move. You also need to make sure that all the services at your new home are connected on the day you move in.

Transfer your phone number - have your telephone number transferred or changed if necessary and arrange for your final bill to be sent to your new home.

Get advice on aerials/satellite dishes/digital cable/broadband transfer - It is possible that your aerials/satellite dish/cable/broadband services may not be suitable in the area you are moving to. Get specialist advice from your current supplier about the most efficient and cost effective transfer and instalment for your new home. If your email/telephone/TV service is all with the same provider you can arrange a complete transfer via the same call.



Arrange for your post to be redirected - Contact Royal Mail if you want to have your post redirected to your new home. They need at least five working days notice to arrange the service and you can have post redirected for between one month and two years.

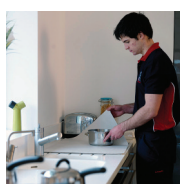
Organise the disconnection and reconnection of domestic appliances - organise for a qualified plumber, electrician or gas fitter to disconnect your appliances (washing machine, cooker, gas fires etc) in your present home and reconnect them in your new home.

### Two Days Before



Defrost your fridge and freezer - empty and defrost your fridge and/or freezer. You need to make sure that they are defrosted at least 24 hours before removal because moving them while still frozen can damage them. Cancel deliveries - cancel any regular deliveries you have to your present home, like newspapers or milk.

### The Day Before



If you have a lot to move, or if time will be limited on your moving day, we may need to begin packing your belongings on the day before your move.

Prepare as much as possible to make packing on your moving day easier.

To make your moving day run as smoothly as possible, you should prepare some things in advance.

You can usually leave drawers and trunks with their contents intact, provided there are no breakable items inside. Don't completely fill large chests or trunks with heavy items such as books.

Liquids, oils and paints must be placed into sealed containers. We cannot transport flammable substances for you so you'll need to make sure that any petrol mowers, paraffin fires etc are drained before we can move them.

Unless included as an extra service in your moving plan, you should take down curtains or blinds and pack them ready for the removal team.

Household plants need to be transported in containers to protect them during the move. Although we'll do everything we can to move them safely, any tender plants may become damaged in transit because of their fragile nature as well as the effects of extreme temperature change.

Small furniture keys, nuts/bolts and fixtures and fittings can easily go astray so leave them with the item of furniture and the removal team will secure them to each unit.

Put together a 'do not remove pile' - start putting aside the essential things that you will not want us to remove such as coats, handbags, snacks and cleaning materials.

Some small valuable items such as jewellery, watches, trinkets, money, bonds, coins, stamps etc are not covered by removers insurance. Pack these separately and take them with you.



# THE BIG DAY



Last minute essentials - Your moving day has finally arrived. You can leave the hard work to us, but you will need to take care of a few essential things yourself.

Make sure that all the meter readings you have pre-arranged are taken, leave a copy at your old home and keep a note of the readings yourself.



If nobody is moving into your old home straight away, make sure that the power and also the water supply is turned off.

Make sure that your old home is secured, closing and/or locking all doors and windows.

Drop your keys at the estate agents if you need to.

Make sure you have exchanged contact numbers with our removal team and, finally, arrange an approximate time to meet them at your new home.





# YOUR MOVING GUIDE CHECKLIST

## REMOVALS, STORAGE AND INTERNATIONAL SHIPPING

### Three Weeks Before

- Book move date with Britannia
- Make a list of items to be moved, which will need particular care
- Agree moving plan with Britannia
- Confirm childcare arrangements for moving day
- Plan the best way to look after pets on moving day
- Clear out unwanted belongings
- Start using up food from the freezer

### Two Weeks Before

Contact service providers to arrange final accounts, and reconnection at your new home

- Telecoms/digital/cable TV provider - transfer/change the phone number to new home
- Electricity supplier
- Gas/Oil supplier
- Water Rates
- Local Council Taxes

Notify change of address:-

- Doctor – de-register if you are moving to a new area and research alternatives nearer to your new address. If undergoing hospital treatment, notify a new doctor as soon as possible
- Dentist
- Optician
- Schools, advise of new school addresses so that education records can be passed on quickly
- Amend insurance cover on buildings, household contents, motor, life etc
- National Insurance
- Child Benefit
- Motor vehicle registration
- Driving Licence (DVLA)
- Credit card/store card or credit card protection companies
- Notify all hire purchase/lease/standing orders or loans companies
- TV Licence
- Pension company

- Redirection of mail through the Post Office (visit your local Post Office for details)
- Send out change of address cards to friends, relatives, clubs and organisations
- Organise the disconnection and reconnection of domestic appliances: washing machine, cooker, dishwasher
- Draw up a room plan for new home
- Get advice on suitability of moving aerials/satellite dishes to new home

### Two Days Before

- Defrost the fridge and freezer
- Cancel any regular deliveries (milk, newspapers)

### The Day Before

- Check drawers and trunks/chests for any fragile items
- Place any liquids, oils and paints to be moved in sealed containers
- Put to one side any inflammable liquids and drain fuel from petrol mower, paraffin fire etc
- Take down curtains and blinds
- Pack house plants in containers
- Put together a pile of 'do not remove' essentials: coats, handbags, snacks, cleaning materials
- Pack small valuables separately and leave with essentials pile e.g. jewellery, watches, money, bonds, coins, stamps etc

### The Big Day

- Confirm service meter readings and keep a spare copy of readings
- Switch off power and water supplies (if necessary)
- Lock all windows and doors
- Drop keys off with estate agent
- Exchange contact numbers and agree meeting time with removals team