

Tudormove Moving Checklist

4 WEEKS BEFORE MOVING

- Complete a home inventory listing each possession, with approximate date purchased and value, and receipts where possible.
- Notify your local council about your moving date and where to send their final bills for council tax.
- Organise the re-direction of mail with the Post Office for each person receiving mail at your home.
- Notify your employer, bank, building society, creditors, magazines, motor and book and record club subscription companies of your new address.
- Ask your doctor(s) and dentist(s) for any possible colleague recommendations in the town you are moving to. Make sure that your E111 is up to date (ask at post office if you do not have one) and arrange appropriate health insurance if necessary.
- Get copies of renewable prescriptions to cover the period until you arrange a new doctor.
- Decide which items should be discarded or donated to charity. (Consider going to a car boot sale if you have lots of things to discard.)
- Notify your gas, electricity, water, telephone and/or cable suppliers of your move and have your service turned off after your departure n. Also tell them where to send their final bills.
- Notify gas, electricity, water, telephone and/or cable suppliers of your service requirements at your new home.
- Notify your children's schools, and any organisation they or you are a member of, of your impending move.

3 WEEKS BEFORE MOVING

- Decide which items you will pack, and request delivery of free packing materials from TUDORMOVE.
- Sketch out the floor plan of your new home to determine where you want to put your furniture.
- Make a list of names, addresses and numbers you will need or want to remember.
- Pack your local phone book and Yellow Pages so you can contact businesses and people after your move.
- Notify TUDORMOVE if you have changed anything about your move: household goods, storage requirements, dates of the move, etc.
- Make arrangements to move your plants and pets on the day.
- Transfer contents of your safety deposit box (if you have one).
- Transfer/change your insurance cover for your new home.
- If Necessary, ask our advice for the best way to pack your belongings.
- Ask your vet about pet passports etc.

2 WEEKS BEFORE MOVING

- Plan your route to your new home.
- Return borrowed things from neighbours, and collect things you've loaned.
- Make arrangements for servicing your appliances both at your current home and your new home if necessary.
- Dispose of flammables such as petrol, matches, cleaning fluids, bleach, pressurised or aerosol cans.
- Discontinue regular services such as newspaper, window cleaning, pools, etc.
- If moving your TV antenna or satellite dish, make arrangements to have it taken down.

1 WEEK BEFORE MOVING

- Where necessary transfer any bank and savings accounts so you don't lose interest.
- Determine which of the items you're taking with you, you are going to pack and set aside in a designated area.
- Where necessary have rugs and curtains cleaned. (Keep in protective bags.)
- Use up your frozen food supply or give it away.
- Drain the fuel from lawnmowers and other power equipment.

1 DAY BEFORE MOVING

- Pack a box of things you'll need as soon as you arrive at your new home. (This might include non-aerosol cleaning supplies, disposable plates and cups, light disposable plates and cups, light tools, snacks, bathroom items and bin bags.)
- Take this box with you or have the driver load it last and unload first.
- Please mark any boxes containing heavy or fragile items. With heavy items please pack them in small boxes that can be lifted by one person.
- This is usually the day packing is done. When packing clearly label each box with its contents and make a detailed inventory which must be given to the driver. This maybe required by customs at any boarders we cross. Failure to do so will delay your move and will add to your costs.
- Defrost, thoroughly clean and dry your refrigerator.
- Disconnect and drain all domestic appliances where applicable. Please refer to and follow manufacturers instructions regarding preparing appliances for removal.

MOVING DAY

- Stay calm and collected and your home move will be completed with the least stress and bother!
- Be on hand when the TUDORMOVE driver arrives and throughout the loading process. (If you can't be there, make sure someone can direct the movers. Make sure the driver has in writing the name and phone number of that person if not you.)
- Accompany the driver during inventory. Check on the condition of your goods as they are loaded.
- Make a final tour of your old home. See that nothing is overlooked.
- Sign the bill of lading and make sure your new address and phone number are correct.
- Lock all windows and doors, and turn off all switches.

CHECKLIST OF COMPANIES AND PEOPLE TO BE NOTIFIED

Post Office	Y/N	Doctor	Y/N	Dentist	Y/N	Pharmacy	Y/N
Vet	Y/N	Schools	Y/N	Insurance	Y/N	Bank	Y/N
Pension Provider	Y/N	Other Savings	Y/N	Employer	Y/N	Loan Companies	Y/N
Other Creditors	Y/N	Magazines	Y/N	Book Club	Y/N	Record Club	Y/N
AA/RAC	Y/N	Gas	Y/N	Electricity	Y/N	Water	Y/N
Telephone	Y/N	Local Council	Y/N	Other Clubs	Y/N	Relatives	Y/N
Window Cleaner	Y/N	Newsagents	Y/N	Neighbours	Y/N	Friends	Y/N
Internet Provider	Y/N	Overseas Friends	Y/N	Store Cards	Y/N	Professional Bodies	Y/N

MOVING & PACKING TIPS

- Many removals companies will happily take down your curtains and lift your carpet and then reinstall them in the new home. They probably won't do this unless you tell them in advance that it is required. If it wasn't included in the quotation you will be charged extra.
- Decide in advance what you want the movers to pack and what you will do yourself. The agreement that you sign with your removals company will clearly state what they will be doing on your behalf and what you agree to do yourself. Anything you pack yourself will not usually be covered by the same insurance they provide with their own packing service.
- If you feel there is anything that requires special attention such as computer hardware or tropical fish, for instance, discuss it with the remover. They are the professionals and should have experience of handling that type of item.
- Don't ask your removers to switch on the gas or electricity mains services at your new house. They may be able to but you should have arranged for that to be done well in advance of your move by the relevant company or qualified person.
- Why not print out a map showing your new address. You could attach a floor plan for your new house and a colour guide for the labels, so your removers know what room to put things in.
- Make sure the removals company is clear about the itinerary for the day, with approximate arrival times, so you can ensure everything goes according to plan.
- Giving your removers an emergency contact number for use before and if necessary on the day of the move is also a good idea. This could be your mobile phone, or a friend who you can get in touch with in case you are delayed or cannot be available yourself on the day.
- If there are any access restrictions or tight corners at either house, warn your remover in advance. These could be double yellow lines, metered parking or any other obstruction that is going to cause the job to take longer than would otherwise be expected.
- Use acid free tissue when packing your silverware to prevent tarnishing.
- Make sure you give the removals company a spare key. Even if you think you are going to be there first, prepare for the unexpected. You don't want them to be sitting outside your new home twiddling their thumbs and racking up extra charges, whilst you are awaiting your broken down car to be collected. Remember to get the key back from them once they have finished.