

**The key to a stress-free move is to start planning early and know what to do first. Use our move planner to help ensure a perfectly organised moving experience!**

N.B. Our Moving Checklist (also available as a free download) provides the perfect accompaniment to this move planner, storing all the information you need to record in a single document.

### **One month before D-Day:**

- Order boxes and packing materials, all delivered to your home, from PacknMove ([www.packnmove.co.uk](http://www.packnmove.co.uk)).
- Compare quotes from several removals companies and book. Remember to check their insurance provision and terms of service carefully.
- Tell your bank and credit card providers, building society, insurance companies and all other relevant companies about your new address, giving them plenty of time to update their records (some require a month).
- Don't forget your TV license, the inland revenue, DVLA, charities, and the delivery addresses given for any companies you regularly order from on the internet, like Amazon or grocery shopping sites.

### **Two weeks before D-Day:**

- Start eating the food in your freezer.
- Send change of address cards or emails to friends and family.
- If you think you will need to book storage space, organise that now.
- If you are going to have your house professionally cleaned, arrange it now.
- De-register from your doctor, dentist, optician etc if you are moving out of their catchment area.
- Check you have insurance coverage for the move and make sure it is adequate for your needs.

**One week before D-Day:**

- Arrange parking for the removal vans at the new house, introduce yourself to your new neighbours and give them your moving-in date.
- Organise your utilities to be switched off at your current house when you move out, the meters read, and connected on your moving day at the new house. Don't forget your phone and internet service.
- Set up a mail forwarding service through the Post Office.
- Make a list of all important phone numbers like estate agents, solicitors, removals company, insurance, utilities along with any account numbers.
- Arrange babysitting for any young children, and pet-sitting if necessary. If any kids may need a day off school, write a letter now.
- Find out your seller's solicitor's new contact details, in case of difficulties at the house.
- Ask the estate agent if the seller can supply a list of recommended local services eg. plumber, electrician, for when you move in.
- Visit your doctor and arrange supplies of any medicines you regularly take, to keep you going until you can find a new doctor.

**Two days before D-Day:**

- Start running down your freezer.
- Begin throwing out anything you don't want. Divide into rubbish, which can go to your local dump, and donations, which can go to a charity shop (you can get an Oxfam Oxboxx with every order from [www.PacknMove.co.uk](http://www.PacknMove.co.uk)). Don't forget to clear your loft, shed and garage.
- Cancel your milk delivery and newspapers.
- Take down curtains and blinds; if you will be putting the curtains up at the new house, drop them in to a dry cleaner's near the new property (if practicable).
- Re-confirm arrangements with your moving company.
- Find out the locations of stopcocks and fuse-boxes at your new house.
- Call the local council and find out when the rubbish collection and recycling days in your new neighbourhood.
- Send an email out saying you'll be offline for a few days and pack up all computers; also pack up stereos and big electrical equipment.
- Pack up valuable, delicate or small items like jewellery and ornaments.

### The day before D-Day:

- Collect any medicines, inhalers etc that you will need over the next few days, along with paracetamol, plasters, contact lens solutions, glasses, razor, toothbrush and a change of underwear and add to your 'personal luggage'.
- Collect together your keys, deeds, contract, insurance documents, important phone numbers, removals paperwork, utilities paperwork, a calculator, an alarm clock, your cheque book and credit cards, and add to your 'personal luggage'.
- Pack a box containing the kettle, mugs, teaspoons, sugar, teabags, coffee, snacks, takeaway menus, scissors, a torch, corkscrew/bottle opener, a radio, soap, toilet paper and towels and mark it clearly.
- Pack uniforms, school bags, PE kits and schoolwork in a separate box and mark it.
- Fill your car up with petrol and plan your route. Check for roadworks so you can avoid them.
- Pack a box of basic cleaning and repair products for the new house, including a dustpan and brush, strong bin liners and a toolkit, and mark it clearly.
- Box up things like books and out-of-season clothes.
- Get cash out for last-minute emergencies, basic supplies and tips.
- Recharge your mobile phone.

### On the day:

- Each person should keep their 'personal luggage' on them. Pile them by the door until you're ready to go – don't leave with boxes where movers may put them in the van.
- Strip beds, pack bedding separately and mark clearly whose is whose.
- The box containing the kettle, mugs etc should travel with someone in the van who should then ensure it's put in the new kitchen area.
- Leave a note with your contact details for the new occupants if necessary.