

**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				

**Just in case we've forgotten anything, create your own list of essential tasks:**

Task	Notes	By Whom	Done