



# Your guide to moving home

**Helping your move go swimmingly.**

# Your guide to moving home

If you have purchased a new home, or if you are just about to, it helps to know that there is more to moving than just packing a few boxes. This guide will help you to organise each stage of your move, to try and make the process as easy and stress free as possible.

## Planning your move

Here are a few things which you can arrange early and tick off the list of 'things to do':

### Start collecting boxes and packing materials

- Ask local shops if you can have their unwanted boxes.
- Ask your friends and family if they can keep boxes for you.

### Take this opportunity to de-clutter!

- Sell any unwanted clothes and furniture or donate them to charity.
- Eat as much as you can from your freezer – frozen foods are more difficult to transfer when moving.

### Appoint a removals firm, if required

- Obtain a variety of quotes, provisionally book and ask for written confirmation.
- Ask about the difference in price if you were to move mid week – it may work out cheaper.
- Check the insurance of the removal firm – some firms will cover your goods in transit, but others might not.
- If you decide not to use a removal firm, make sure you consider all the costs (van hire, petrol, number of trips), who will be free to help and whether your home insurance covers you if you move everything yourself.

### Switch your insurance

- Contact your contents insurer (if you're planning to stay with the same provider) and switch your cover to your new address from your moving day. Buildings insurance should be switched to your new home from the day you exchange contracts.

### Switch your TV licence

- Notify the TV licence company of your new address and transfer your licence. Failure to do so could result in prosecution and a fine of up to £1000!



**Make arrangements for children and pets**

- It may be easier to arrange for your children to stay with friends or family while you move.
- Consider booking your pet into a cattery or kennels for the night, or ask friends or family to take care of them.

**Keep your neighbours informed**

- It's polite to warn your neighbours of potential disruption.

**Finalise your last council tax bill at your current property**

- Notify your local council so they can generate a final bill so you don't end up over or underpaying.

**Update your address for your car and driving licence**

- Updating your driving licence can easily be done via the DVLA online website ([gov.uk](http://gov.uk)).
- To change the address of a registered vehicle, you will need to post your V5C document with your new address to the DVLA (details found at [gov.uk](http://gov.uk)).
- Contact your car insurance and breakdown cover to notify them of your new address too.

**Contact your bank and/or building society**

- Contact each bank or building society where you hold cards, loans and accounts to change your address (including any accounts held by your children).

**Start packing early...**

- Use smaller boxes to make removal easier and safer.
- Devise a colour code or visual method so that you can easily recognise which box goes into which room.
- Write on each side of the box to indicate the contents and how fragile they are.
- Using bubble wrap will protect those items which are fragile or valuable. Larger items can be wrapped in cling film or newspapers to prevent scuffs and stains.
- Pack essential items, such as toiletries, in suitcases so they are easy to access.
- Try to pack non-essential items early, for example, items in the garage and loft.



## One week before moving

### Confirm your move time

- Double check roughly what time the keys to your new property will become available.
- Your possessions shouldn't arrive at your new property before you do – any delay in moving out and into your new home could increase removal costs.

### Redirect your mail

- This can easily be done online via The Royal Mail. The website for this is as follows: <https://www.royalmail.com/personal/receiving-mail/redirection>.
- The process normally takes 5 days and will ensure your mail is sent on to your new address.

### Inform friends and family of your new address

- Communicate your new address details via email or change of address cards.

### Switch your utility providers

- Notify your service providers before completion – this includes your gas, electricity, phone and water.

### Settle outstanding bills

- Pay any outstanding utility bills.
- Ensure that any home delivery services are cancelled.

### Inform your dentist, doctor, optician or any other healthcare professionals

- You may have to register with new ones if you are relocating to a new area.

### Update your details on the electoral register

- Visit [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) to update your information.

### Create a welcome pack for the new occupants of your current property

- List your current utility providers and leave instructions for how to work the alarms, boilers and so forth.
- Leaving some flowers or a bottle of wine is a good way to build relationships with the people buying your property, just in case you need to speak to them again in the future.
- Leave a forwarding address for any mail.



## The day before moving

### Empty the freezer

- Use a cool box to transport any frozen foods you wish to keep.

### Preparation

- Take down any curtains and blinds and roll up any carpets you are taking with you.
- Mark up any items which are staying in the property to avoid any confusion.
- Put aside items to make moving day more comfortable, such as toilet paper, a kettle, milk and refreshments.

### Prepare for the handover

- Round up all the keys to your home, including those left with family/neighbours etc.

### Arranging your gas and electricity supplies

- Take a note of your final meter readings.
- Make sure you have spoken to your supplier and arranged your supply for your new home.

## Moving day

### Finish the last of the packing

- Dismantle and pack up the last of your essential items, such as beds and TVs.

### Brief your removals company

- Show the removers which items are going and staying.
- Swap mobile numbers with the removers so you're able to stay in contact.
- Double check that the removers have directions to your new property.
- Point out any items which require extra care.

### Before leaving

- Check you haven't left anything behind.
- Have all paperwork and contact numbers relating to the move with you.
- Check all windows and doors are locked and the utilities are turned off.
- Contact your solicitor to make sure that legal completion of your transaction has taken place before allowing the new occupants into your old home and before you take occupancy of your new home.

### Collect your new keys from the estate agent

#### On arrival

- Show the removers which rooms to put your items in.
- Read the meters and check that the phone, gas, electricity and hot water are all working.
- Make sure that any items included in the sale are there; if there is anything missing or damaged, contact your property solicitors.
- Alert your surveyor if you discover any building faults that were missed in your property survey.
- Start any new insurance policies (if it is not automatically in force on completion or exchange).

### Relax and celebrate!

- By the end of your move day you'll be tired, so relax on the sofa, order a takeaway and celebrate your achievement and hard work.