


Moving Checklist

We've compiled a useful series of checklists for you, to help take the stress out of your move and to help you remember all 101 things you need to do to keep the move simple and stress-free.

The first thing you need to do is keep a "Moving" file, it could be a simple plastic folder but it will contain all the essential information you're going to need.

Essential Contact Details

New Address:	
Estate Agent:	
Tel:	
Solicitor:	
Tel:	
Removal Firm / Van Hire:	
Ref:	Tel:
Storage:	
<p>Attic Secure Self Storage Limited 1 Maverton Road London E3 2JE</p>	
 Tel: 020 8981 6800 / 0845 643 11 33 http://www.atticstorage.co.uk enquiries@atticstorage.co.uk	

Item	Who	By when	Done
1 Month Before the Move			
Ring around for quotes from removal firms, and appoint one. Make sure they're properly insured and establish exactly what they're prepared to do. Get them to come around and confirm the quote before accepting it. If you need some recommendations, we're happy to help!			
If you will be moving things yourself, ring around and book a van and some friends to help lift and carry.			

Item	Who	By when	Done
If you will be using self storage, remember to contact us to reserve a room and order your packing materials from Attic Self Storage			
Start packing any non-essential items such as out-of-season clothing, together with your best china, glassware and ornaments. Remember to make clear lists of the contents in each box, and to keep a master record			
Clear out your attic, shed, garage, storage cupboards; pack as many items ahead of time as you can			
Let everyone know that you're changing address. This could be a long list of people so consider a standard letter and set aside a couple of hours			
Arrange to have post re-directed to your new address. If in doubt, or if you will be in between addresses for a while, consider using our mailbox service			
Give notice to any email, broadband or television subscription services, the gym etc.. of your intention to move			
Don't pack your passport, drivers' licence, insurance documents, details of solicitors, banks etc as you will need these over the course of your move			
Prepare a master file containing all the important documents relating to your move			
Contact your insurance company to arrange transfer of your home and contents insurance on the move day. Your buildings insurance should already be in place on the day you complete on your new home			

Item	Who	By when	Done
2 Weeks Before the Move			
Have a dinner party and eat all that food in the freezer!			
Continue to pack any items you won't need before the move			
Arrange for someone to look after any children and pets during the move			
Set up your mail forwarding service, or leave plenty of stamped, addressed envelopes behind			
Send Change of Address Notifications:			
Gas & Electricity			
Telephone, broadband, satellite / cable			
Mobile phones			
Council Tax			
TV Licence			
Car insurance			
DVLA – vehicles (V5) & driver's licence			
Household insurance			
Doctor / surgery & dentist			
Work / pensions / savings & investments			
Banks & credit cards			

Magazines & subscriptions			
Friends & family!			

Item	Who	By when	Done
The Last Week Before the Move			
Double check & confirm removals & storage reservations			
Keep your vacuum cleaner & other cleaning materials close to hand for that final clean			
Cancel the newspapers, milk, window cleaner and settle any outstanding bills you may have overlooked			
Host a leaving party & wish your neighbours well!			

Item	Who	By when	Done
On Your Last Day...			
Prepare your moving day 'survival kit' containing a kettle, mugs, tea, coffee, milk, sugar, teaspoons, sandwiches, snacks, biscuits, crisps, fruit, washing-up liquid, tea towels and a hand towel (not forgetting the all important toilet roll and bar of soap!)			
Pack any valuables together and carry them securely with you, rather than packing them away			
Remember to keep the master file to hand, it will contain details of all the people and companies you may need to get in touch with			
Call your telephone service provider and let them know the time you want your telephone disconnecting or transferring			
Defrost the freezer and fridge (if you intend to transport the freezer and its contents intact, put it on fast-freeze overnight)			
Make a list of useful telephone numbers for the new occupiers of your home, plus instructions for operating any appliances, central heating, etc.			
Leave them a house-warming card and a bottle of wine – you may need them to forward your mail, after all!			
Make sure you have cash available for the unforeseen circumstances and for tipping your removal men and especially the very helpful staff at Attic!			
Telephone your insurance company to double-check that your new contents cover will be in force on the morning of the move			
Telephone your gas, water & electricity meter readings through to the relevant companies			
Take a final snap of your (now empty) old home before.... heading off to your new home!			