



Checklist for moving:

There's a lot to think about in the lead up to a move, so we've put together this guide to help you prepare.

Before exchange:

Organise buildings insurance and make sure it's valid from your exchange date.

Tick:

Date:

After exchange:

Get removals estimates and book your chosen firm

Order packing cases and materials

Book the days off work needed for your move

De-clutter and throw out what you don't need

Make sure that you notify everyone of your change of address. For a handy checklist of whom to tell, see our 'Who to notify' checklist

Visit the Post Office and arrange for your post to be forwarded to your new address (you will be charged a fee for this service)

Start taking down any fitted items that are coming with you (for example, shelving and pictures etc.)

Clear the loft/attic (unless your removals firm has agreed to do this)

Start packing and labelling boxes clearly

Start using up an frozen food and buy small suppliers until you move

If you have children or pets, arrange for someone to look after them during the move

Return any borrowed items, such as library books etc.

Cancel deliveries of newspapers, milk etc.

De-register from your doctor, dentist and optician if you're moving out of the area

Empty sheds, greenhouses etc. and check garden equipment is ready to move



Immediately Prior to moving:

Contact your removal company to confirm the time of their arrival and notify them of any last minute details

Tick:

Date:

Defrost and clean the fridge and freezer

Prepare a box of moving day essentials, with things such as lightbulbs, toiletries, kettle etc.

Disconnect dishwashers/washing machines

Label items and keys for the new owner(s)

Completion and moving day:

Make sure the removals company has directions to your new home and your phone number

Keep your valuables - documents/passports/jewellery etc. - safe and carry them personally with you to your new home

Organise and set aside any other items that you are taking with you so that they don't get loaded onto the van by mistake

Disconnect everything from your old property, write down your meter readings and inform your utility companies. (If you would like, Alexander & Co can arrange for our concierge service to contact you and they will do this, and set up your new utilities for you)

Strip beds and pack bedding

Before leading, double check that you haven't left anything behind

Check all windows are closed and the doors are locked

Make sure arrangements have been made to pass the keys to the new owners (either directly or by the estate agent), ensuring that completion has taken place before giving them over

Arrive at your new home with your keys, before the removal van

Put the kettle on!

If you need and help with organising your move, talk to the Alexander & Co team.

We wish you every happiness in your new home.