

MOVING HOUSE CHECKLIST ✓



Forget the panic and feel prepared with our checklist

Booking your move with Stephens will ensure that your move is successful and stress free.

However, there are a few things you can do to make your move simpler and these are:

A MONTH BEFORE YOUR MOVE

- Arrange and confirm your removal date as far in advance as possible
- Prepare a list of fixtures you are leaving

UP TO THREE WEEKS AHEAD

- Sort out the contents of your garage
- Organise suitable transport for pets or someone to look after them on the day

UP TO TWO WEEKS AHEAD

- Dismantle self-assembly furniture, unless we have agreed to do this for you
- Arrange for professional disconnection of kitchen appliances, including your washing machine so that the drum is secured
- Arrange to have the gas, electricity, telephone and water meters read
- Start running down freezers
- Clear the loft unless we have agreed to do so
- Dismantle sheds, greenhouses etc. unless we have agreed to do this for you
- Drain fuel from lawnmowers & motorcycles
- Remove any fixtures and fittings you are taking
- If appropriate, arrange for children to be looked after
- Fabrics that are being stored will benefit from anti-moth treatment
- If moving in or out of a block of flats arrange to have the manual override key or priority use of the lift the day before your move
- Have TV aerials or satellite dishes taken down if they are part of the move

- Disconnect any light fittings you are taking
- Seal packets and tighten jars of food
- Defrost refrigerator and freezer
- Prepare plants for transit
- Chests of drawers may be left full depending on the make of furniture
- Set aside an area marked "do not move" for coats, handbags, snacks, tools and cleaning materials
- Arrange separate transportation for any dangerous substances

ON THE DAY OF YOUR MOVE

- Lock your valuables somewhere safe and carry them personally to your new home
- If possessions are being stored, remember to retain important items – passport, driving licence etc.
- Do not put perishable or flammable items in storage
- Before the removal van departs, check nothing has been forgotten. Responsibility is yours to see nothing is moved or left behind in error
- Ensure that our crew has directions to your new property and a phone number to contact you. Agree a meeting time at your new home
- Arrive at your new property with the keys before the removal van.

CONTACT US

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