



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:

A MONTH BEFORE YOUR MOVE

- Arrange and confirm your removal date as far in advance as possible
- Decide what you want to take with you to your new home and what you are leaving behind.
- A floor plan of your new home may assist you.

UP TO THREE WEEKS AHEAD

- Sort out the contents of your garage
- Start running down freezers
- Arrange childcare for move day – moving with children can be stressful and although older children may enjoy being involved, you may decide that it will be better for younger children if you arrange for them to go to relatives or friends on moving day.
- Make arrangements for moving your pets – moving can be disruptive for pets so you may want to ask a vet for advice on taking care of your animals during the move.
- Clear out unwanted belongings – moving home is an ideal time to have a clear out.

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
- Notify your essential service providers, banks etc. about your move
- Have your telephone number transferred or changed.
- Arrange for your post to be redirected
- 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 moving in or out of a block of flats arrange to have the manual override key or priority use of the lift.

UP TO ONE WEEK BEFORE

- Put all important documents in one box which you will move yourself – to include passports, driving licenses, wills, birth certificates, insurance papers, cash and jewellery.
- Cancel any regular deliveries you have to your present home, like milk or newspapers
- Defrost refrigerator and freezer
- Prepare plants for transit
- Set aside an area marked “do not move” for coats, handbags, snacks, tools etc.
- 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.

Those little essentials...

It makes all the difference in getting settled if you can lay your hands on those essential items instead of searching through boxes for them when everyone is ready for a well earned rest. We have put together a list of things that you may wish to get together to keep you going until the unpacking can start.

Children

- Baby food
- Nappies
- Toys
- Mini game consoles

Electricals

- Mobile phones
- Electrical tape
- Fuses
- Light bulbs

Health & Safety

- First aid kit
- Travel sickness pills
- Scissors

Essentials & Valuables

- Cash / credit cards
- Change of clothes
- Jewellery & watches
- Maps
- Torch
- Address book
- Notebook & pen
- Toilet rolls & kitchen towels
- Toiletries – Don't forget toothbrushes!

- Basic tools
- Candles
- Matches
- Towels & tea towels
- Washing up liquid & sponges

Food & Drink

- Tea & coffee
- Milk
- Sugar
- Cutlery
- Tinned food
- Tin opener
- Kettle
- Mugs & plates
- Utensils
- Condiments

Miscellaneous

- Nails & screws
- Window coverings
- Needle & thread

Pets

- Pet foods
- Collar / lead
- Beds
- Toys

It is also a good idea on move day to put all other things together in a safe place which you will need to keep with you. You can then point these out to your removals team as not to be taken onto the lorry – keys, handbags/wallets, coats, shoes and contact details of your solicitor & estate agent.