

One month before the move (or when completion date is confirmed if before or after):

- Open a file to collect all documents in connection with the move in one place.
- Get a price quotation for your completion date from two or three reputable removal firms. Ask for written confirmation that the removal firm is insured.
- Make travel arrangements for the day of the move if long distances are involved.
- Notify landlord if moving out of rented accommodation.
- Contact telephone company to arrange for installation of phone line at new property.
- Inform telephone, electric and gas companies and arrange to have meters read.
- Make provisional time off work arrangements.
- Begin clearing present home of unwanted items.
- Begin packing non essential ornaments in boxes labelled by room for new property.

Two weeks before the move:

- Inform Post Office of new postal address and arrange for redirection of post after completion.
- Book pets into care or make family arrangements for big day.
- Pack seldom used articles of clothing.
- Mail out change of address cards and don't forget to include doctor, dentist, optician and vet.

One week before the move:

- Notify Rates Office of move.
- Cancel milkman and newspapers.
- Confirm arrangements with BT, Internet provider and gas/electric provider etc.

Make sure electric meter will be read on completion day.

Contact TV Licence and inform them of your move.

Confirm arrangements with removal firm.

Finish the rest of the packing.

Notify neighbours that you are leaving.

One day before the move:

Pack emergency rations to carry with you.

Check each room to make sure all is going to plan.

Defrost fridge/freezer.

Make sure that house is clean for new owners.

Separate out essential kitchen utensils and toaster so that you have something to use in the initial hours and days of moving.

Take down curtains and blinds if they are not to be left at the property.

Moving day:

Take a note of all meter readings.

Do final checks around home.

Close and lock all the doors and windows.

Leave key with solicitor or agent.

Now that you have moved in to your new home:

Clean if necessary.

Unpack and organise bedroom essentials first.

Organise kitchen second.