

Moving Guide! **How to be organised!**

1 Month Before

Give notice to current agent/landlord if required.
Book the days needed off work to move.
Book a professional removal company if required.
Order any packing materials if needed.
Sort through all your belongings and sell or give away any unwanted items.
Start packing non-essential items.
Inform all service providers and utility companies.

2 Weeks Before

Book a professional cleaner so the property is left in good order.
Start packing and label boxes clearly.
Start using up any frozen food and buy small supplies until you move.
Arrange for your mail to be redirected.
Arrange your contents insurance for your new home.

1 Week Before

If necessary, defrost and clean the fridge and freezer so it is ready for the move.
Pack a box of personal items that will be needed immediately at your new home (e.g. light bulbs, toiletries, kettle etc).
Thoroughly clean your old home and tidy the garden.
Take detailed photos of each room and area, covering any wear and tear you are concerned might cause issues with your deposit.

Moving day

Contact your removal company to confirm their arrival time and notify them of any last-minute details.
Check all windows are closed and doors locked.
Disconnect everything from your old property, write down your meter readings and inform your utility companies.
Before leaving, double check you have not left anything behind.
Hand keys back the Agent/ Landlord.
Leave a contact address with the occupants or letting agents of your old house, in case they want to forward on any post.
Collect the keys for your new property.

Day After Moving Day

Inspect the new property and identify any damage or issues you may need to raise with the landlord/agent. Take photos as appropriate.
Take the meter readings of the new property and inform utilities companies.
Let friends and family know about your change of address.