

## Plan for a smooth move

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**We have developed the checklist below to guide you through the moving process as smoothly as possible. The checklist includes all the key generic tasks required to move. Good luck!**

### Approximately 1 month before moving day

Decide whether you will use a removal firm or hire / borrow/ use your own vehicle to transport belongings and make booking where applicable. Enfields can recommend a reputable removals company please contact your local branch.

Collect or purchase sturdy boxes for packing if not using a removal firm. Superstores and the internet are good places to search.

Start to clear out all unwanted belongings such as toys, furniture, old clothes, baby equipment etc. Either sell on-line, do a car boot sale or garage sale or donate to charity items that are suitable for reuse.

Reduce what you buy during your food shop and use up items in your freezer and cupboards.

Arrange for childcare, if necessary, on the day of moving.

Book pets into a kennel / cattery or arrange for a friend to look after them on the day of moving if not moving too far away.

Which ever is applicable notify children's schools of your moving date, change of address and book new school places.

Use our change of address checklist to plan which organisations you need to notify.

Make a plan of what furniture will go in what room at the new house and prepare labels.

Obtain window dimensions for your new property and ensure you have curtains that fit.

### Approximately 1-2 weeks before moving day

Pack non-essential items such as clothes you don't wear everyday, majority of toys, books, photo albums, ornaments etc. (See our packing tips form).

Organise temporary re-direction of mail.

Confirm booking with vehicle hire / removal firm.

Look into local doctors, dentists etc near your new home.

Return any library books or items on local hire.

### Approximately 1-3 days before moving day

Empty, defrost and clean out freezer and fridge.

Pack remaining items.

Pack a couple of boxes of essential items together such as tea, coffee, sugar, biscuits, kettle, change of clothes, candles, matches, phone charger, toilet rolls, cutlery so you can easily find these at your new property.

Pack a box / bag of your valuables and important documents and keep with you.

Charge mobile phone up.

Complete last minute laundry and pack.

Clean through existing home thoroughly.

Check arrangements to obtain keys have been made for your new property to be released on completion.

Notify utility companies of anticipated move and date.

### Moving Day

Pack remaining items.

Check completion has taken place with solicitor.

Take meter readings for gas, electric and water if applicable.

Once everything is loaded onto removal vehicle inspect property and secure. Leaving spare keys, instruction manuals for appliances on kitchen side.

Drop keys into estate agency office.