



FIRST THINGS FIRST

Allow about 4 weeks to get these things organised.

- First of all give us a call on 07778 762162. There is no charge for our help and advice.
- Let all the people you deal with know of your change of address and the date of your removal. There is:-
 - General Rates
 - Water Rates
 - Catalogues
 - Building Society
 - Bank
 - Personal Giro
 - Leasing or Hire Purchase Company
 - Child Allowances
 - Children's Schools
 - Television
 - Television Rental Company
 - Vehicle Registration
 - Driving Licence
 - Car Insurers/House Insurers etc
 - Life Assurers
 - Mail Order Company
 - Premium Bonds
 - Stocks and Shares
 - Credit Cards
- Arrange the final readings of Gas Electricity Telephone and Water or disconnections.
- Organise the disconnections of :-
 - Gas/Electric Cooker Fitted Bedroom Furniture and Bathroom Cabinets.
- Empty the loft.
- Check with the previous occupiers of your new home that they are leaving the telephone and number.
- Send out change of address cards with your new telephone number to friends and relatives.
- Visit your new home and measure up for curtains and carpets and think where your furniture will go.
- Visit the local schools and playgroups and make appropriate enrolment plans.
- If your move is of any distance why not book a hotel room for a thankful night's rest before moving out and moving in?
- Packing Tips: Empty drawers on your divan bed. Most chests of drawers full of clothes can be left full. Linen can be bagged in dustbin liners. Our large boxes are useful for lightweight bulky items and our small boxes are ideal for china and books. We carry wardrobe boxes for transit use on our lorry. If you are short of wardrobe space within your new home it is possible to buy clothes rails from Argos or similar outlets.

- If you are not taking advantage of our packing service mark clearly on the outside of the boxes which room they should be put in. Materials are available whatever option you choose.

THE WEEK BEFORE YOUR MOVE

- Arrange with the post office to redirect your mail.
- Close local accounts with :-
- Newsagents
- Garage
- Department Stores
- Others
- Defrost your freezer or fridge if necessary.
- Make sure that all carpets and floor coverings can be easily lifted and that they are not nailed or stuck down.
- Reclaim any repaired or cleaned items from the shops.
- Return your library books and hand in your ticket.
- See if a good friend or relative can help with your children or pets on removal day.

THE DAY BEFORE YOUR MOVE

- Collect together any items that you want to take with you personally and store in suit cases i.e. passports, important documents keys and medicines.
- Switch chest freezer to FULL FREEZE. We may need to empty it briefly if it is too heavy so make sure that everything is bagged in black plastic bags.
- Buy the food for removal day and the day after. Preferably something that does not require cooking)
- Put the keys for your new home and car in a safe place.
- If possible go to bed early.
- Give your Solicitor and Estate Agent our mobile telephone number if you don't have one it is 07778 762162.

ON THE DAY OF YOUR MOVE

- Put some boiling water for tea etc in a flask in case your electricity is disconnected early. Not always necessary.
- Give us good directions and preferably if moving to a new area an A to Z street map of your new location.
- Show us any item that needs particular care when it is moved.
- Show us any item that is NOT to be moved.
- Keep back vacuum cleaner dustpan and brushes kettle etc until last. Last items come out of the vehicle first.
- When everything is loaded go around your old home carefully to make sure nothing has been overlooked.
- Confirm with us the approximate time the vehicle will arrive at your new home.