

**Moving in and out checklist:**

Careful organisation and forward planning can minimise the stress of moving house. Use our moving checklist with our 'who to notify' checklist to guide you through the six weeks leading up to the moving day.

Six weeks before the move	Tick:	Date:
Confirm the date of your move		
Notify your landlord of your moving date		
Check your home insurance - make sure you have cover from the day you move in to your new home.		
Obtain written quotes from several removal firms. Get references and check the limits of their insurance.		
If you're not using professional removers, ask friends to help.		
Book extra storage space if required.		
Notify the relevant utility companies of your departure.		
Start getting rid of possessions you no longer need. Decide which items can be taken to a charity shop, sold at car boot sale, or offered to your friends.		
If you need new furniture or carpets - order them now and arrange delivery for when you move in.		

Two weeks before moving	Tick:	Date:
Notify Council Tax		
Notify Benefits for Income Support / Tax Credit etc		
Notify Hospital		
Notify your television, Internet, telephone provider		
Notify your workplace		
Start packing non-essential items such as books and non-seasonal clothes into boxes.		
De-register from your doctor, dentist and optician if you're moving out of the area.		

One week before moving	Tick:	Date:
Visit the post office and arrange for your post to be forwarded (you will be charged a fee for this service).		
Notify your milkman and newspaper shop that you'll be moving and give them a date you want the service to stop.		
If you have children or pets, arrange for someone to look after them during the move.		
Make a list of everyone who should know about the move. Send out change of address cards.		
Finalise arrangements with your removal company. Confirm arrival times and make sure your removers have directions to your new address.		
Arrange a time to collect the keys for your new home from the estate agent.		
Notify then bank of any changes to direct debits and standing orders.		

## Leasehold Handbook

On the day	Tick:	Date:
Take Electricity meter reading <div data-bbox="337 310 762 423" style="border: 1px solid black; height: 70px; width: 380px; margin: 10px auto;"></div>		
Take Gas meter reading <div data-bbox="337 500 762 613" style="border: 1px solid black; height: 70px; width: 380px; margin: 10px auto;"></div>		
Take Water meter reading <div data-bbox="337 693 762 807" style="border: 1px solid black; height: 70px; width: 380px; margin: 10px auto;"></div>		