



## MY MOVE INFORMATION

Use this page to make note of all the key details for your move so that you have quick access when you need it, this will be especially useful once packing begins and things start to move from their usual places. Perhaps use this for service providers involved in your move and for people you might need to get hold of on or around moving day (e.g. baby sitter, pizza delivery...)

Move Date	
Name	
Email	
Telephone	
Address 1	
Address 2	

## DONT KNOW WHERE TO START WITH YOUR TO DO LIST? LET US HELP!

This house pack provides:

- A Move Information Summary
- A Checklist of who to notify you are moving
- A packing list for your move day essentials
- A Countdown list of tasks to prepare for move day

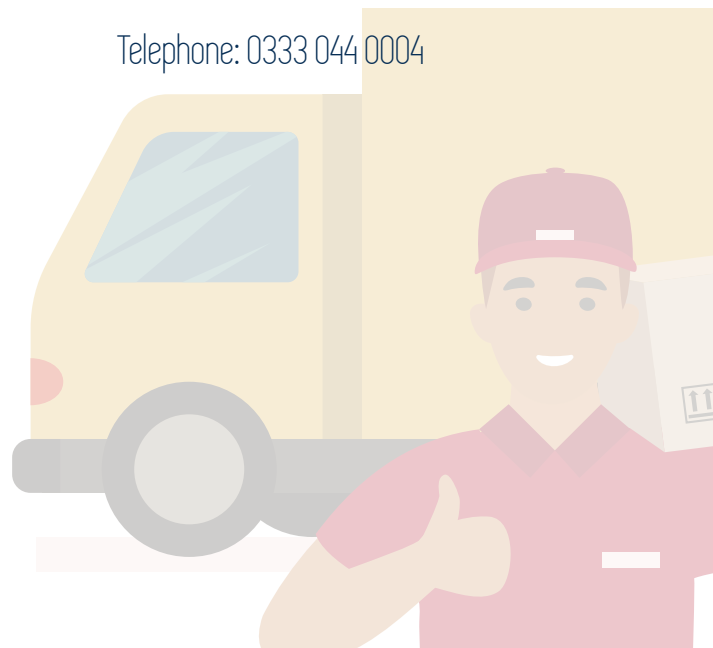
So you have signed on the dotted line and the keys to your new home or office are in your hands, now is the time to tackle the task of packing up your belongings and moving them over to your new property.



## How To Get In Touch

Email: [move@arkleremovals.co.uk](mailto:move@arkleremovals.co.uk)

Telephone: 0333 044 0004



## WHO TO INFORM

This handy check list reminds you all of the companies and people who might need to know you are moving and lets you track your progress for informing them, especially if you need to close accounts and take reference numbers.

Many organisations require a minimum notice of 2 weeks, however its worth checking with individual service providers as some (e.g. DigitalTV) may require a longer cancellation notice).

Service	Final Bill Date	Change Address	Notes
Banks/ Building Societies Broadband			
Car Breakdown			
Charities			
Council			
Credit Cards			
Dentist			
Doctor			
DVLA			
Energy - Electricity			
Energy-Gas			
Health Clubs/ Gym			
Insurance - Car			
Insurance -Travel			
Insurance - Health			
Insurance - Home			
Magazine/ Newspaper subscriptions			
Mail order/ Internet shopping			
Memberships and Alumni			
Mortgage			
National Blood Service			
Passport			
Pensions			
Rental/ Hire PurchaseAgreements			
Savings			
Schools/Playgroups			
Shares/ Investments			
Store Cards			
Telephone (Landline)			
Telephone (Mobile)			
TV provider			
TV license			
Water			
Workplaces			
Friends and Family			



We recommend packing a separate box (or boxes) of things you are going to need on moving day or very soon afterward, label it up and make sure it's kept separately and packed last so that you have quick and easy access. Here are some ideas of what to put in it and space to make your notes on what to include:

Item	Notes	Done
Kettle		
Tea/Coffee		
Milk		
Sugar		
Soft Drink(s)		
Snacks		
Cutlery, basic crockery	<i>Why not use plastic cups and plates so you don't need to worry about the washing up?</i>	
Scissors		
Bottle & Can Opener		
Toiletries		
Toilet Paper		
HandTowels		
Bedding		
FirstAid Kit		
Lightbulbs		
School Uniforms		
Basic tools /Torch		
Money and Credit Cards		
Keys (Car   Home/ outbuildings)		
Phone Chargers		

For more advice, information and useful moving house tools visit

[arkleremovals.co.uk](http://arkleremovals.co.uk)



There will be lots to do in the run up to your move, the list below provides a number of tasks you may need to complete. It is a good idea early on to mark any important events on a calendar and make a list of anything additional you might have to deal with.

When	What	Done
4 weeks before	Provide landlord or Rental agency with sufficient notice as per the terms in your contract if you are renting.	
	Book your removal and storage company	
	If packing yourself ensure you have sufficient packing boxes.	
	Arrange moving insurance	
	Start using up frozen and tinned food	
	Draw up a plan of where you want furniture to go in the new house	
	Arrange accommodation if required during your move if you won't be going straight to the new house	
	Arrange for a friend or relative to help look after your children on moving day.	
2 Weeks Before	Make arrangements for pets on moving day. Ask friends/relatives to look after them or book Kennels / Catteries	
	Arrange the professional disconnection of gas cookers and any other appliances that you are taking with you	
	Start to notify relevant companies and service providers of change of address or cancellation	
In The Last Week	Do you need to send change of address cards? Make a list of who to and start preparing	
	Prepare your Essentials box for quick access during move (see previous page) and pack a bag with a change of clothes	
	Make sure you have a rough schedule and plan for moving day. What time is everything happening, where do you need to be and when collecting keys etc.	
	If possible move outdoor items (including plants) that are moving to a sheltered area to keep dry and reduce risk of getting household items wet during move.	
	Empty and defrost your fridge/freezer	
1 Day to Go	Make sure there will be enough space for removal vans at both addresses	
	Prepare food and drink for moving day: tea/coffee, juice, fruit and snacks. Don't forget the kettle, cups and other utensils!	
	Fully charge your mobile phone	
	Get a good night's sleep	

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