

PRE-MOVE CHECKLIST



INSURANCE

- Notify your home contents insurer
- Notify your motor insurer
- Arrange insurance for your possessions in transit

INFORM YOUR SUPPLIERS YOU'RE MOVING

- Gas and electricity authorities
- Telephone services provider
- Royal Mail (for postal redirection)
- Water supplier
- Banks and / or Building Societies.
- Other financial institutions (e.g. credit card companies, savings accounts)
- Your Internet Services Provider
- Local council and Electoral register
- Insurance companies
- Schools
- Clubs
- Your solicitor
- Your Doctor
- All publications you subscribe to
- If you are renting, remember to inform your Landlord or their agents
- Your family
- Friends

Head Office

19 Wintersells Road, Byfleet
Surrey, KT14 7LF
Tel: 01932 344 777
Fax: 01932 350 300

London

Chelsea & Fulham
Tel: 020 7937 6229

South East

Guildford & Woking
Tel: 01483 572 313

Esher & Cobham
Tel: 01932 354 777

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JUST BEFORE YOU MOVE

- Cancel all your delivery services (e.g. milk, laundry, newsagent)
- Empty your fridge freezer and defrost it
- Empty fuel from mowers, lamps, heaters and any motor vehicle that is to be moved
- Clean out your medical cabinet and dispose of any unwanted / expired drugs. Your chemist will dispose of these for you.
- Remember to collect any laundry, dry cleaning or items left for repair
- Go through your garage, garden shed, cellars, attics, etc. and sort out what you want to take with you
- Have the motors on any domestic appliances secured for travel
- Any items of great value should be itemised and special insurance cover should be taken out
- Arrange for someone to look after your children on moving day
- Arrange care and transport for any pets.

ALLOW PLENTY OF TIME FOR THESE POINTS

- Arrange for any items you are not taking with you or having stored to be sold or disposed of
- Arrange for an electrician to remove any special electrical fittings that you want to take with you
- Arrange to have your carpets lifted and cleaned if you are taking them with you
- Remove valuables from their current location and put them in a secure place separate from the rest of your belongings. This includes all your legal documents, passports, birth certificates, etc...

NONE OF THESE ITEMS SHOULD BE LEFT FOR THE MOVERS TO TRANSPORT

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ON MOVING DAY

- Be sure to tell your removal operatives as soon as they arrive if they can use the drive to park their vehicle
- Point out to the removal operatives which goods are to be packed and moved. This allows them to work out in what order to pack and load your belongings to take best care of fragile items. Remember to inform the movers of any items in cellars, attics, etc
- Check you have nothing lying around the garden, or sheds, etc
- Turn off all taps, heating systems
- Turn off gas, electricity, water, and any other domestic services
- Lock all doors and windows

ON ARRIVAL AT DESTINATION

- Please be there to receive your goods, or arrange for an agent to do this for you
- Please do check items as they are brought in; you should have a checklist
- Please, if possible let the removal men unpack your goods, it is quicker and safer, and may be a requirement of your transit insurer
- Please decide where heavy pieces of furniture are to go before the men arrive
- When the van arrives be there to tell them where you wish things to be put so your move can continue quickly and smoothly
- Our men remove all cartons and packaging from the premises on removal day unless requested to leave them

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