



MOVING CHECKLIST (STAGE BY STAGE)

This checklist will take through the entire process of moving starting from two to three month of making a decision to move:

□ 2 – 3 MONTHS BEFORE MOVING

- Get a Moving Solicitor and a mortgage expert
- Get information about facilities and local news in the area
- Sort out the children's school transfer issues early.
- Sort things out with your present property-owner if you're presently a tenant.
- Have your prized assets evaluated early for a possible insurance cover to lessen your burden.
- Be sure to properly keep documents/notes on your move such as the checklists, important numbers, and other details.

□ 8 WEEKS BEFORE YOUR MOVING

- Get packing quotes and seek a home RICS surveyor expert
- Prepare an inventory and document all your stuff.
- Obtain a copy of floor plan of your new home to help in deciding what's needed and what would not be needed in your new household and where to arrange what.
- Remove all the unwanted luggage to reduce the overall cost of moving charged by your choice packing companies because of the lesser your stuff, the cheaper the moving cost will be.
- Ask your moving company for packaging materials
- Your employer may cover some of your packing cost if your relocation is occasioned by a job change. Find out about this beforehand.
- Familiarize yourself with parking regulations about large vehicles for your packing and unpacking. The moving company may have to apply for parking permits.

□ MONTH BEFORE MOVING

- Let your moving solicitor finalize all legal and contracts exchange to ascertain the date of your moving.
- Reconfirm your moving arrangement with the moving company to avoid any last-minute disappointment.
- Prepare and agree on a suitable route for your movement by considering things like weight-restrictions, low bridge areas, etc., for the packing truck.
- You may seek storage facilities from the moving company if needed.
- Make arrangement to have your new home cleaned before moving in,
- Get suitable craftsmen to help fix any item that may need fixing or replacement such as carpet, furniture, etc. Make a pre-moving visit to the property to ascertain all the necessities.
- Start the packing with moving the non-vital items into the rarely used rooms.
- Take advantage of insurance-switching possibilities for your new home.
- Get the necessary utility companies notified of your moving.
- Make adequate arrangement for your overnight lodging/accommodation for a distant relocation journey. You can take advantage of cheap but comfy hotels in less popular areas where discounts/promotions are usually offered.

□ 2 WEEKS BEFORE YOUR MOVE

- Confirm every detail with your moving company such as times, directions, parking essentials and emergency numbers.
- Procure enough medication for that period of your movement.
- Enlist the help of families/friends to care for your child and/or pets on the packing day.
- Enlist people that will handle other services that your moving company may not be providing like cleaning, disassembling of furniture/electronics, fixing of plumbing for your washing machine and dishwasher, etc.
- Dispose of all combustible liquids and other materials safely.
- Cancel local services you receive, settle all unpaid bills and cancel all local subscriptions whose coverage may be restricted to only your present locations such as gardening, delivery services, newspapers, and cleaning services, etc.
- Exhaust all the perishable food items and as well as frozen foods components.

□ 7 DAYS BEFORE YOUR MOVE

- Safely keep your vital stuff and documents such as insurance papers, driver licenses, house/vehicle papers, wills, pieces of jewelry and/or cash in a separate, safe, plain box for safe storage.
- You must've gotten most of your packing done as much as possible by this time, and you're set to go. Also, ensure you don't forget your outdoor equipment and toys
- Properly label all your packing boxes to avoid confusion on moving day.
- Have a survival kit containing everything you may need on a moving day for a smooth moving exercise.
- Completely defrost and dry your freezers and fridges before moving them.
- Assemble all keys to your present apartment.
- Inform all your necessary contacts and particularly the postal office of your new home address for mail rerouting services.
- Send back any items you borrowed to the owners.
- Give out flowers, plants and any other items you're not taking along.
- Wash, iron, box-up and properly label all clothing and linen for ease of moving and unpacking in your new home.
- Make sure you don't overspend for your moving and be sure to have some backup cash saved somewhere in case of emergencies.

□ ON THE EVE OF YOUR MOVE

- Carefully check around through a final walk around the house to observe if you've missed out on something.
- Toiletries, wash-bag, nighties, handy towels and toothbrush should be distinctly set aside in a handy-bag for immediate use of the family when needed.
- A mini-toolkit containing things like cello-tapes, sharp knife, screwdrivers will come in handy when unpacking.
- Fully charge your mobile phone and other communications gadgets.
- Notify every person who helps you during packing.
- Make every arrangement to have immediate access to your new home when you arrived.

□ ON THE D-DAY

- Have a record, e.g., photos of all water, electricity, gas and other readings on utility meters before leaving for record purpose.
- Remove and pack all beddings and curtains properly.
- Label and safely arrange all fragile items and boxes for easy transportation and identifications.
- Detail someone to stay behind with the moving company until the last stuff have been packed and moved to ensure that every item is accounted for.
- Switch off all utilities and ensure that every window is closed and secured.
- Never forget to leave all key sets behind.
- A copy of your new address, the directions to your new home and contacts for emergencies must be given to the moving company and the estate manager.

□ IN THE NEW HOUSE

- Quickly make and serve teas and coffees with biscuits for everyone including your family.
- Confirm the location and arrangement of every item to the moving company.
- Color-coding the rooms on a copy of the floor plan to tally with your already labeled boxes usually, make things easier for the moving company.
- Check-out for any missing or damaged items and only endorse the inventory checklist only when you're satisfied with everything.
- Time to bring out the survival kit.
- Keep your vital documents and other moving papers in a secure place where they won't be disturbed when unpacking and arranging – bathroom is usually useful for such.
- Again, take record/photo (using your phone camera) of the readings on all utility meters in the new house.
- Call a locksmith if necessary to ensure that all keys to the housework properly.
- Check the surroundings and gardens for any hidden ponds or other things that may be injurious to a child or pet.
- Check for and securely keep anything the previous occupants might have left behind and arrange to deliver them later.

□ YOUR FIRST EVENING IN YOUR NEW HOME

- Quickly clean/tidy up and make arrangement for the night sleep.
- Get-out your telephones, charge your mobile phones and arrange and plug-in the freezers and fridges.
- Switch-on the heater to warm the house for the night and get the boiler on for a hot night shower.
- Get everybody settled particularly; settle the little ones in a room with toys to play with.
- Feed the pets and keep them away till you're settled, if possible.
- Note down all emergency contact details such as taxi services, vets, local hospitals, personal doctor, etc.
- Relax and enjoy the evening with your family, congratulating yourself and everyone for the success of the day's task.
- Don't rush to unpack/arrange everything at once; Rome was not built in just a day. So, your new house can't get sorted immediately. Just enjoy the night and start the unpacking later tomorrow.

CONCLUSION

We hope that you shall have a very smooth, cost-effective and hassle-free relocation exercise if you follow and strictly adhere to every point listed in this checklist.