

# The Fantastic Moving Checklist



Moving into a new house is one of the biggest organisational challenges in a person's life. Use this checklist as a guide for your moving process and prepare everything beforehand.

## 8-6 weeks prior

### ☐ Create a moving and packing plan.

Get a notebook to hold anything from checklists to vital invoices. Write down a systematic packing and wrapping plan.

### ☐ Calculate moving costs.

Don't forget such additional costs as removal and storage services, cleaning costs, mail redirection, babysitter and/or kennel or cattery.

### ☐ Inform friends and family.

Spread the news about your move, and who knows - maybe you will convince them to help you out.

### ☐ Hire a moving company.

If you're too busy and don't have the time to deal with all the hassle, hire a professional removals company instead.

### ☐ Ask for help.

Split your helpers into shifts, and don't forget to prepare some treats for them.

## 4-3 weeks prior

### ☐ Notify your landlord.

Provide your landlord and agent with at least a month prior written notice.

### ☐ Buy packing supplies.

Make sure you have enough small, middle-sized, large and wardrobe boxes, sealers, fillers, labels, markers.

### ☐ Declutter.

Throw away, give away, donate, or sell the stuff you won't need at your new place.

## ☐ Change your address.

You'll need to update your address in the following places:

### Essential

- ☐ Gas, electricity, and water suppliers
- ☐ Phone, TV, Internet providers
- ☐ Council tax information update
- ☐ Banks
- ☐ Your employer
- ☐ Electoral register
- ☐ Inland Revenue

### If applicable

- ☐ Doctor, dentist, vet
- ☐ DVLA
- ☐ Insurance companies
- ☐ Royal Mail
- ☐ Universities and schools
- ☐ Newspaper/magazine subscriptions
- ☐ Cleaning and gardening services

## 2 weeks prior

## ☐ Start packing early.

Pack early, starting with the items you won't be using the following two weeks. And remember - the heavier the item, the smaller the box.

## ☐ Vacuum seal clothing.

When vacuumed, clothes will take less space and will be a piece of cake to organise when it's time for packing.

## ☐ Use a colouring system.

Pick a colour code for each room and label that room's boxes accordingly. Label the door of each room with the corresponding sticker or tape.

## ☐ A system for electronics.

Cables are difficult to put together once unplugged. So, snap photos of the wires to know later what goes where.

## ☐ Kitchen dishes go vertically.

When packing your glass dishes, it's important to arrange them in the box vertically, each wrapped, to reduce the chance of damage.

## ☐ Take extra care when packing books.

Pack the books vertically. Keep in mind they're heavy, too. Pack them in small boxes to prevent you from lifting anything too heavy and to make sure the box doesn't tear under the weight.

### ☐ **Small kitchen appliances.**

Toasters, blenders, microwaves are small appliances that ideally need to be packed in their original shipping box. If not, you should find a box that's close enough.

### ☐ **Large kitchen appliances.**

Fridges, washing machines, ovens, etc. are going to be a challenge if you don't have a dolly, lifting straps, and at least one additional helper. If you have to carry them up or down the stairs, it's advisable to leave the job to professional movers.

### ☐ **Wrap the furniture.**

Living room and bedroom furniture should be wrapped in either stretch wrap or soft blankets (or both) to prevent scratches. You can also secure the wrapper with packing tape to make sure it doesn't fall off during loading, unloading or transportation.

### ☐ **Special items are tricky.**

Whether you have a piano, a hot tub, a pool table, a treadmill, or any other large items, we recommend not moving it yourself, no matter how many helpers you have.

### ☐ **Prepare the pets.**

The best way to prepare them for the big change is to give them lots of love and attention. And make sure they are comfortable in their cat or dog carrier.

## 1 week prior

### ☐ **Last grocery trip.**

Put your groceries to good use before the move. Plan your last meals accordingly to avoid leaving any leftovers.

### ☐ **Pack an overnight bag.**

Pack an overnight bag containing all the essentials. You'll want your essentials within easy reach: changing clothes and toiletries are a necessity.

### ☐ **Get a babysitter.**

If you have small kids, arrange for someone to take care of them.

### ☐ **End of tenancy cleaning.**

The end of tenancy clean should be done no more than 3 days before moving day, in order to ensure it's clean on the day you move out.

### ☐ **Clean your new place.**

You can hire a cleaning company to do a pre-tenancy cleaning, or you can do it yourself. This way the place will be ready for your items.

### ☐ **Store what you don't need in storage units.**

If you have furniture or other bulky items that you couldn't sell or give away, but don't want to take with you, you can hire a storage facility and keep them there until you find a use for them.

## ☐ **Plants have special needs.**

Pack large plants individually, however the smaller ones you can put in the same box. Move plants from breakable pots into lighter, but sturdier ones that will be easier to move.

## ☐ **Think of a parking spot.**

Think in advance about a parking spot at your new place on the day of the move.

## ☐ **Research new accounts.**

If you are moving to another country, you have to spend some time researching the banks, doctors, schools, etc. there to pick the best among them. Gather all the proper paperwork you need to set up your new accounts.

## ☐ **Take care of your health.**

Fill up on prescriptions and make sure that everyone has packed any medications they need in their suitcase.

## ☐ **Hold a farewell party.**

Don't forget to hold a farewell party for your closest neighbours and friends you won't be seeing often anymore.

# The day before

## ☐ **Last call.**

Consult your plan or your moving company one last time to confirm that everyone is on the same page. Re-confirm the arrival time, as well as phone numbers and last-minute details.

## ☐ **Check the weather forecast.**

You won't be able to change anything, even if there is a storm coming your way, but you could prepare some emergency supplies in case the weather tries to stop you from moving.

## ☐ **Cash in.**

Unfortunately, things can go wrong anytime, so make sure that you have enough cash, checks, or a credit card to pay for any unexpected expenses.

## ☐ **Delay deliveries.**

If you've made some new purchases, such as a couch or a dining room suite, schedule the delivery after the moving day, and of course, don't forget to mention your new address.

## ☐ **Share your experience.**

Why not leave a little instruction or experience manual for the new owners? Let them know when the bins are collected and how to set the hot water timer.

## ☐ **Charge your phone.**

Charge your phone the night before the move!

# Moving day

## ☐ Take metre readings.

On moving day, take metre readings of the property you are about to leave and submit them to your local suppliers.

## ☐ Load the moving van strategically.

When loading the truck, load all of your furniture and other heavy items first, then your boxes and bags. If you'll need anything right away at the new place, save it until the very end.

## ☐ Hold valuables and documents.

Keep your valuable paperwork, jewellery, and small family heirlooms separate from your moving boxes and transport them by hand or via a trackable and insured shipping service.

## ☐ Avoid rush hour.

There can be a moving "traffic jam" at certain times of the year. Reputable movers get booked early in late spring and summer when half of all moving takes place, so plan ahead!

## ☐ Take photos of your cleaned-out new home.

If you're renting, take photos of your cleaned-out old new home before moving in. This is essential if you ever hope to get your deposit back.

## Bonus: What you need for your new place

### Kitchen

#### In the kitchen

- ☐ Kitchen bin
- ☐ Dish set: mugs, plates, cutlery, etc.
- ☐ Pots and pans of different sizes
- ☐ Cooking utensils & cutting board
- ☐ Appliances: kettle, toaster, etc.
- ☐ Tea towels
- ☐ Drying rack
- ☐ Oven mitts
- ☐ Foil, cling film and baking paper
- ☐ Food storage containers

#### Cleaning supplies

- ☐ Sponges and/or brushes
- ☐ Gloves
- ☐ All-purpose surface cleaner
- ☐ For DIY cleaning: baking soda, lemon, vinegar, etc.
- ☐ Dish soap and/or dishwasher capsules
- ☐ Paper towels
- ☐ Bucket or box to hold your supplies

## Bathroom

### Cleaning supplies

- |                                       |   |                                  |
|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Toilet brush | <input type="checkbox"/> Cleaning solutions | <input type="checkbox"/> Plunger |
|---------------------------------------|---|----------------------------------|

### In the bathroom

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Toiletries     | <input type="checkbox"/> Bin                | <input type="checkbox"/> Bath mat    |
| <input type="checkbox"/> Toilet paper   | <input type="checkbox"/> Bath towels        | <input type="checkbox"/> Laundry bin |
| <input type="checkbox"/> Shower curtain | <input type="checkbox"/> Bathrobe           | <input type="checkbox"/> Hooks       |
| <input type="checkbox"/> Mirror         | <input type="checkbox"/> Toiletries storage |                                      |

## Bedroom

### Essential

- ☐ Mattress and/or mattress topper
- ☐ Pillow/s
- ☐ Blanket/s
- ☐ Bedding
- ☐ Clothes hangers
- ☐ Lighting

### Optional

- ☐ Rug
- ☐ Mirror
- ☐ Curtains
- ☐ Nightstand
- ☐ Decorations

## Living room

- |                                       |                                      |                                     |
|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Coffee table | <input type="checkbox"/> Decorations | <input type="checkbox"/> TV cabinet |
| <input type="checkbox"/> Lighting     | <input type="checkbox"/> Houseplants | <input type="checkbox"/> Sofa       |

## Hallway

- |                                      |                                       |                                    |
|--------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Coat hanger | <input type="checkbox"/> Shoe storage | <input type="checkbox"/> Peg shelf |
|--------------------------------------|---------------------------------------|------------------------------------|

## Other essential items

### Tools

- |                                       |                                       |                                |
|---------------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Hammer       | <input type="checkbox"/> Flashlight   | <input type="checkbox"/> Nails |
| <input type="checkbox"/> Screwdrivers | <input type="checkbox"/> Tape measure | <input type="checkbox"/> Drill |

### Cleaning tools

- ☐ Broom
- ☐ Vacuum cleaner
- ☐ Mop and bucket
- ☐ Floor cleaning solution

### First-Aid

- ☐ Bandages and band-aids
- ☐ Ointments
- ☐ Anti-inflammatory medicine
- ☐ Cold medicine

## Want all these ticks checked but don't have the time?

Let **Fantastic Services** take care of your move, from end of tenancy cleaning to home removals and storage!

Here is what we can offer you:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> End of tenancy cleaning   | <input checked="" type="checkbox"/> Packing service    |
| <input checked="" type="checkbox"/> Cleaning of your new home | <input checked="" type="checkbox"/> Storage service    |
| <input checked="" type="checkbox"/> Home removals             | <input checked="" type="checkbox"/> Furniture assembly |

And much, much more!