

STEP-BY-STEP MOVING CHECKLIST



One month before your move

- Let us know your moving date as early as you can.
- Make a list of fixtures and fittings you'll be leaving behind.

Three weeks before your move

- Clear out the garage, shed(s) and loft and decide what to take with you.
- Arrange for pets to be looked after on moving day (cats in particular have a habit of disappearing).

Two weeks before your move

- Arrange to have the gas, electricity and water meters read.
- Tell the phone company when you are moving and arrange disconnection.
- Dismantle any flat-pack furniture unless you have asked us to do it for you.
- Arrange to have any kitchen appliances you are taking disconnected.
- Start running down the stock in the freezer(s).
- Defrost fridges and freezers a few days before your move.
We don't advise moving freezers, either full or empty, but we will do so at your own risk if requested. Any food left in freezers should be wrapped in newspaper or put into suitable containers.
- Dismantle sheds and greenhouses, unless you have asked us to do it for you.
- Drain any fuel from motorcycles and gardening machinery such as lawnmowers, etc.

- Arrange for children to be looked after if you think it is appropriate.
- Remove any fixtures and fittings you are taking, such as light fittings, mirrors, etc.
- If you are moving from a flat, arrange to have priority use of the lift on moving day.
- Have TV satellite dishes and aerials taken down if you are taking them with you.
- Seal food packets, cereal, sugar, etc. and check/tighten screw lids.
- Get any garden plants you are taking ready for the move.
- Chests of draws can usually be left full; but ask our advice if in doubt.
- Create a 'do not move' area for coats, snacks, handbags, tools and cleaning materials, etc. that you'll be taking yourself.
- Arrange to have any dangerous items or substances transported separately (ask if unsure).

On moving day

- Keep any valuables, jewellery, watches, money, etc. under lock and key during the removal and carry them yourself to your new home.
- If some or all of your items are being put into storage, remember to retain passports, driving licences, keys, etc. to avoid having to retrieve them later.
- Before the removal van leaves the premises, make sure nothing has been forgotten or taken in error.
- Finally, make sure our crew has the correct address and directions to your new property and give them a phone number so you can be contacted. Agree an estimated time of arrival and ensure you arrive on time with the keys to meet them.

**If you have any questions or
need more advice call free on:**

0800 136 332

www.arrowpak.co.uk