

# All Removals London



## **Moving Checklist** inc. "Who to inform" Checklist

**All Removals London checklist is a complete step-by-step timeline with tasks for you to follow at all stages.**

**This will save you a lot of hassle and time on actual moving day.**

**[www.all-removals-london.com](http://www.all-removals-london.com)  
info@all-removals-london.com | 020-3608-2745**

## 8 weeks before your move:

- Create a folder to keep track of all your moving related documents such as estimates, quotes, receipts, inventory list, chek-list and all the important information.

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- Plan your moving method and get a free quote for your removal at [www.all-removals-london.com](http://www.all-removals-london.com)

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- Assess if you prefer or require to contract extra insurance for your move. You might consult All Removals London insurance terms and conditions and also your homeowner's insurance policy to see what it is being covered.

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- If you are moving to a different area, start getting familiar with it. Research banks, doctors, schools and all the services you will need when settled in your new home.

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- Consult with your employer if you are entitled for some moving expense benefits and/or your company's policy allows you to take few days off.

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- Assess if you will need to use storage facilities for some of your belongings. If so, find the most suitable one for you. You can also contact us and we will arrange everything for you.

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- Arrange to have school, medical and veterinarian records transferred.

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- Contact your insurance provider to know if you need to make any modifications to your current policy.

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- Do not forget o contact the gym, health clubs, groups or any other organizations you belong to in order to transfer or cancel your membership.

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- Plan how to move your vehicles, plans, and pets.

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- Start on making any home repairs or improvements that you are committed to do.

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## 6 weeks before your move:

- Schedule disconnection / connection of utilities (gas, water and electricity) at old and new place
  - Gather packaging materials such as boxes, bags, adhesive tape, or stickers. Consider order special items such as heavy-duty or wardrobe boxes, plastic mattress and sofa covers.
  - Return borrowed items and recover the ones you lended.
  - Start purging your house. Separate the items that you want to keep, from those that you will give away, donate or trash.
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## 4 weeks before your move:

- Measure furniture and doorways to determine if the bigger pieces will fit. If they do not, you might have to do a special arrangement.
  - Book your removal service with All Removals London online using our [booking form](#) or by calling **020-3608-2745**.
  - Start packing ahead with items you don't use regularly or that are not in season. Make sure each box is properly labeled with the contents and the room where they belong. We suggest you to start by the attic or the basement.
  - Start using up the food stored in your pantry and freezer. You will reduce the load to move and avoid waste.
  - Create a list of everyone (people, businesses and services) who you should inform about your move. Communicate to them your new address by e-mail or consider doing a moving announcement. (Check against "who to inform list" below).
  - Have a garage sale to make some profit out of the goods you don't need anymore. You can also give away some of them to family and friends and donate the unwanted ones to the [charity organization](#) of your choice.
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## 2 weeks before your move:

- Start the serious packing and remember to properly label all your boxes with the content and the room where they are destined.

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- Keep few boxes labeled “DO NOT MOVE” for the items that you will take with you by hand. Such as valuables or items that you will need right away in your new place.

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- Identify all extra fragile belongings requiring special attention, and mark them appropriately.

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- Remember to leave aside a box with your essential tools that you will need for dismantle/assemble furniture and other small DIY tasks you might come across when moving out/in.

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- Take bigger furniture apart, small furniture will fit in the track in one piece. If you prefer us to dismantle and assemble the furniture for you, just let us know in advance and we will arrange it.

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- Dispose of all flammables, combustible liquids, corrosives, explosives and poisons as we are not going to move these materials for you. Please refer to our Terms & Condition for a full list of prohibited materials.

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- Visit your post-office and arrange for your mail to be forwarded to the new address for the first few months.

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- Put together a pack for the new owners of your house with all the instructions, warranties and documents they might need. Leave them your contact information just in case they have to forward you some mail.

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- If you are moving far away, make sure to take your vehicle for a check-up.

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## 1 week before your move:

- Confirm with All Removals London the exact date and time of your move.

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- Arrange with the state agent for a meeting to pick up the keys of your new place.

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- If you have children or pets, arrange for somebody to take care of them during the removal.

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- Gather valuables (paperwork, jewelry and other items you might have) and make sure you keep them separate from the other removal boxes. We advise you to take them with you by hand or arrange a traceable shipping service with insurance.

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- Your major appliances need to be cleaned, unplugged and ready to go. Remember you must defrost your freezer at least one day ahead.

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- Back up all your computers and make sure you have a plan for checking e-mails and paying bills on-line while your computer is in transit.

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- Internal combustion engines or small outdoor equipment must be drained of all fluids (gasoline, diesel and/or motor oil) prior to loading.

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- Consider hiring a cleaning company to get the house ready for the new owners after you have moved out. If you decide to go for this option, we can also arrange that for you.

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- Get each family member to pack a suitcase as if they were going for a short vacation. Do not forget the toiletries and other essentials.

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- Make sure you have all the necessary prescriptions and have packed in your personal suitcase all the necessary medication until your next visit to the doctor.

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- Please make sure you have parking place arranged in both properties for the removals' van. Arrange necessary permits in advance with your local council if necessary.

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- Consider the possibility of using protective materials for carpet, floor and doorframes on the moving day. If you prefer, All Removals London can arrange this for you, you just need to let us know ahead.

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- If you chose to pay for the removal by cash, make sure you have withdrawn the needed amount in advance.

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## On the moving day:

- Pack a bag with snacks, drink and other essentials you might need during the move.
  - Remove bedding and take the beds apart.
  - Make sure you or someone you know will be present through the process and able to direct the movers and answer any questions that might come up.
  - When the movers arrive, take them through the house and inform them of what to do.
  - When everything has been already loaded, have a last check on the house to avoid leaving anything behind.
  - Lock the windows and doors, switch off the lights and other utilities.
  - Make sure that your movers have the correct destination address.
  - Once you arrive to your new home, direct the movers where they should put the boxes and furniture they were transporting.
  - Assemble the beds and get the essential stuff ready for the first night.
  - Begin unpacking starting by kitchen and bathroom and.
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## After your move

- Inspect your new home and spot things that might need some fixing before you start unpacking and assembling furniture.
  - Verify the utilities at the new house are connected and working.
  - Replace locks if necessary and make some copies of the new keys.
  - Confirm that the post is arriving in tyour new address.
  - Locate the services that you will need and make new registrations and membership.
  - Make sure the previous bills of your utilities have been paid and that the ones at your former place have been transferred to the new owners.
  - Enjoy your new place and make it your home.
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**Who to inform about your new address:**

- Family
  - Friends
  - Employer and co-workers
  - Schools and libraries
  - Sports and social clubs
  - Doctors, dentists and opticians
  - Lawyers
  - Accountants
  - Other professional services
  - Inland Revenue
  - National Insurance Office
  - Council Tax Office
  - Other government institutions you are related to
  - Banks and Credit Card company
  - Store card companies
  - Insurance providers
  - Other financial institutions
  - Gas company
  - Water company
  - Waste disposal Company
  - Electricity companies
  - Home care service providers
  - Mobile phone company
  - Your TV, telephone and internet providers
  - TV Licensing Authority
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- Electoral Register and Building Society
  - Driver Vehicle Licensing Agency (DVLA)
  - Driving License
  - Vehicle Registration Certificate
  - Other Motoring Organizations
  - Magazine and publication subscribers
  - Internet profiles and registrations
  - Other Memberships
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