

your checklist for a smart move

a countdown guide to things you need to do

UK removals

- BANK** Arrange transfer of funds, alteration or cancellation of standing orders.
- INSURANCE** Advise change in risk for your car, house and contents, together with change of address for other insurances.
- DOCTOR** Register your new address, or deregister if leaving the area. Deal with health requirement if moving abroad.
- D.V.L.A. SWANSEA** Advise change of address. Apply for refund if appropriate. Retain your British driving licence
- CLEAN OUT** Garage / Attic / Shed
- A.A./R.A.C. OR OTHER** Check if you need an international driving licence.
- D.W.P.** Advise of change of address.
- ADVISE LANDLORD OF MOVE** Cancel local credit card a/c, rental or lease agreements, club & magazine subscriptions
- NOTIFY SCHOOLS**
- TRAVEL** Organise travel plans, book flights and accommodation.
- POST OFFICE** Advise change of address for National Savings, Premium Bonds, T.V. Licences. Arrange redirection of mail.
- GATHER FAMILY'S PERSONAL DOCUMENTS** Birth & marriage certificates, financial, legal, school, insurance, medical & dental records. You should hand carry these documents
- ELECTRICITY, GAS, WATER AND RATING AUTHORITIES** Advise date of change of address, arrange meter reading /disconnection of appliances connection/meter reading at new address.
- TELEPHONES** Arrange transfer where necessary and settle accounts.
- H.P. Companies** Fulfill outstanding agreements, or change of address.
- LIBRARY** Return books on loan.
- PRIVATE HEALTH** Advise change of address and/or consider appropriate cover for new address.
- SURPLUS FURNITURE** Dispose of any items not being moved to new home or store.
- OBTAIN LETTERS OF REFERENCE** to establish credit for yourself or any family members who might be seeking employment in your new city.

3 WEEKS PRIOR TO MOVE Have you:

- Confirmed removal date?
- Dealt with items on checklist relevant to UK move?
- Mailed change of address cards to relatives, friends, associations, publications, government agencies, insurance company etc.?

1 WEEK PRIOR TO MOVE Have you:

- Cancelled newspapers and arranged the settlement of accounts with local traders?
- Arranged for someone to look after the children during the move?
- Dealt with local services? Checked travel arrangements?
- Arranged parking for removal van?

THE DAY BEFORE YOU MOVE Have you:

- Packed your jewellery and placed it in a safe place?
- Completed the packing of items that you have agreed to deal with yourself, and marked cases with particulars?
- Emptied your refrigerator and deep freeze and defrosted the interior?
- Arranged for the keys of your new home to be available at the required time?
- Reserved elevator for moving day(s)?
- Reserved hotel room(s) for moving day(s)?
- Spare cash available for the journey?

International removals

- D.W.P.** Advise if you are moving overseas, discuss pension and other benefits.
- PASSPORT** Check that your passport & visa is valid and up to date
- FOREIGN CONSULATE** Check whether you require a visa for the international journey, residence, work or import permits
- INLAND REVENUE** Advise office dealing with your personal affairs, if moving abroad.
- CHECK MEDICAL & VACCINATION REQUIREMENTS**
- BOOK FLIGHTS** etc
- 4 WEEKS PRIOR TO MOVE** Have you:
 - Confirmed removal date?
 - Prepared a valued declaration for insurance
- 3 WEEKS PRIOR TO MOVE** Have you:
 - Complied with health regulations.
 - Arranged parking for removal van/containers
- 1 WEEK PRIOR TO MOVE** Have you:
 - Cancelled newspapers and arranged settlement of accounts?
 - Checked transport arrangement for pets
 - Washed and cleaned all gardening tools that are being shipped abroad. Drained fuel & oil from lawnmowers & other power equipment
 - Dealt with local services.
 - Checked travel arrangements and organised cash for journey.

- Arranged care for children/pets
- Measured oversize furniture to ensure it fits in your new residence (some homes abroad have smaller rooms with narrow access)

DAY PRIOR TO MOVE Have you:

- Emptied refrigerator and deep freeze and defrosted interior?
- Packed personal items to take with you including jewellery, insurance policies, marriage & birth certificates & passports.
- Sorted invoices for any new items being shipped, and receipts for services to support your claim that the car has been owned and used for the appropriate time?
- Sorted out keys to trunks and suitcases?

On UK/European moves carry with you

- Keys
- Important Telephone Numbers
- Insurance Policies
- Home Sale Documents
- Medicines
- Clothing and Food (to carry through the day if there are delays)
- Personal items for your first night in your new home.
- Passport if applicable



Locations throughout the United Kingdom

Get in touch

For a free quotation without obligation or if you have any queries as your removal day approaches – contact your local branch or:

Freephone

UK and European Removals
0800 3893863
 email: sales@fox-moving.com

International Removals
0800 132370
 email: international@fox-moving.com