

WHO TO TELL ABOUT YOUR MOVE

Who to Inform	Phone Number	Done?
Employer		
School		
Doctor		
Dentist		
Bank		
Building Society		
Credit Card		
Post Office		
Electoral Register & Council Tax		
Insurance Companies		
TV Licensing	08705 246 246	
Gas Supplier		
Water Supplier		
Electricity Supplier		
Telephone Supplier - inc Mobile		
Inland Revenue		
National Insurance Office	0191 213 5000	
DVLA	0870 240 009	
Motoring Organisations (AA / RAC etc)		
Publications & Subscriptions		
Mail Order Companies		
Sports & Social Clubs		
Professional Organisations		

Don't forget to tell your friends and family!

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Planning your move well in advance can save you hours of stress in the long run. Once you know the completion date of your move, you can start planning.

The following planner will help you focus on what needs to be done.

One Month to Go

- **Notify landlord (if applicable)**
Most Tenancy Agreements require you to give a minimum of 1 months notice. Ensure you read the relevant clause.
- **Telephone Provider**
Organise reconnection/installation of a line at the new property.
- **Utilities**
Inform Gas, Electricity & Water providers that you will be the new owner of the property.
- **Holiday**
Book time off work.
- **Clear Out**
Take this opportunity to get rid of any unnecessary items.

Two Weeks and Counting

- Book your removal company or van.
- Organise boxes, packing tape and labels.
- Arrange transit insurance (if necessary) for the move.
- Inform appropriate people of your change of address and the date from which becomes effective.
- Apply for your mail to be re-directed via your Post Office.
- Organise someone to look after any children & pets.
- Start packing (it's never too early).

One Week Left

- Read meters and inform suppliers.
- Cancel your window cleaner, milkman, and newspaper deliveries.
- Confirm arrangements with utility companies.
- Start cleaning the house.

The Day Before

- Confirm arrangements for the drop off/ and collection of keys.
- Label boxes & finalise packing.
- Pack a container of emergency supplies.
- De-frost fridge/freezer.

The Day of the Move

- Disconnect any remaining appliances (disconnection of Gas appliances must only be done by an approved contractor).
- Have one last final check.
- Close & lock doors & windows.
- Check that all containers have been delivered.