

PORTERS of Woking

Moving checklist

Keep track of what you have to do by ticking the boxes as you complete each task.

- Arrange visit of estimator and discuss all aspects of your move.
- Receive and consider written quotations
- Select mover by returning signed acceptance
- Confirm dates with your BAR mover
- Sign and return contract and pay the charges
- Advise the moving company about parking restriction at both addresses
- Arrange a contact number and give this to your mover in advance of your move
- Dispose of anything you don't want
- Run down freezer contents
- Contact carpet fitters if needed
- Book mains services for disconnection
- Cancel all rental agreements
- Notify your doctor, dentist, optician and vet
- Notify your banks, credit card and insurance companies
- Notify your telephone company and ISP
- Arrange to re-route mail
- Notify TV licence, passport, car licence and registration offices *
- Notify all your creditors
- Provide your mover with maps of your current and new addresses
- Give your mover a spare key to your new residence
- Clear the loft
- Plan where things will go in your new home
- Cancel milk and newspapers
- Find and label keys for your purchaser
- Arrange minders to look after pets and very young children on the moving day
- Send change of address cards to friends and relatives
- Separate valuable items and important documents ready for you to hand-carry on moving day
- Sort out any items which are not to be moved
- Put garage/garden tools together
- Take down any light fittings
- Take down curtains and take up carpets (unless your mover has been asked to do this)
- Collect children's toys etc for the journey
- Put together a basic catering pack for the family at the new home – including the kettle!

The leave the rest to your BAR approved mover!

* You must notify DVLA and update your driving licence and V5 logbook. Go to www.dvla.gov.uk for details.

Golden rules

- **Always choose a BAR member**
BAR companies have the experience, expertise and facilities to handle your move properly. If you need advice, call us on 01923 699 480.
- **Plan your move well in advance**
Contact your local moving company up to one month before you hope to move even if you don't know exactly when the big day will be. They will tell you exactly what they offer and the areas you need to think about. This way you can plan your time and concentrate on the essentials.
- **Don't do the packing yourself**
If you can afford to have it done professionally, do so. Packing is not expensive. BAR companies use a range of appropriate packing materials and employ fully trained staff who will pack your things professionally and safely.
- **Insurance**
Not matter how much care is taken with packing and handling, accidents do sometimes happen. All member companies must have insurance which meets BAR standards and we strongly advise you to discuss this with them.
- **Don't move on Friday**
If you can, avoid Fridays as this day is always busy. Some moving companies may even offer discount if you move in the middle of the week.