



**panda**  
**REMOVALS**

---

## HOUSE MOVE CHECKLIST



## HOUSE MOVE CHECKLIST

Every home move will be different and we can not include every possibility but hopefully this checklist will jog your memory and point you in the right direction to make your moving home experience less stressful as things are easily forgotten when you have so much to organize.

### 6 WEEKS BEFORE YOU MOVE

- Notify the relevant utility companies of your departure.
- If you are renting make sure that you have notified your landlord.
- Obtain written quotes from several removal firms.

Please contact Panda Removals for a quote by phone 0161 637 2833 / 07719 420917 or email [Chris@pandaremovals.co.uk](mailto:Chris@pandaremovals.co.uk)

- If you are doing your own packing it is worth getting started as early as possible. Consider getting rid of possessions you no longer need & decide which items can be taken to a charity shop, sold at car boot sale, or offered to your friends.

If items still have some use in them but you are not looking to sell them, then offering them on sites such as Freecycle or Freegle alternatively you can donate them to charities. We recommend the Wesley Community Furniture Project [0161 226 9051 [www.thewesley.org.uk](http://www.thewesley.org.uk)] though there are several other great local charities, ie Tree of Life & Mustard Tree

- If you need new furniture or carpets consider ordering them now and arranging delivery direct to your new home after you have moved in.
- Consider parking and access arrangements for the removals truck(s) – Are parking permits required, if so apply if needed, is there sufficient space, not just for loading but also for turning of vehicles. If appropriate contact neighbours to see if they would be able to relocate their cars to assist \*\* If so it's always best to leave them in place until the removal vehicle arrives or place cones out, otherwise the space can be taken by unknown 3rd parties.

## 4 WEEKS BEFORE YOU MOVE

- Notify your bank(s) of your change of address & any changes to direct debits and standing orders.
- Notify your Credit/Store cards of your change of address.
- Council Tax. Notify the relevant authorities in both your current area and the area you are moving to.
- Check your home insurance - make sure you have cover from the day you move in to your new home. At the same time check to see what cover you have regarding moving house, you may find that you are fully covered and have no need to take out extra cover with your removal company.
- Other Insurance/Pensions. Contact your broker or the individual companies for your Life, Motor, Medical and Pet insurance.
- Landline phone and Internet suppliers. Contact providers to advise them of your change of address and the date that you wish your new number to operate from. Make sure that if your phone is to be disconnected that you have a mobile phone available to contact your solicitor, estate agent or removal firm on moving day in case of any problems.
- If you are moving out of the local area you will have de-register with your doctor, dentist and optician and register with new ones in your new area.
- If you are moving to a new area you might need to transfer children's school records and order new uniform.
- Decide & arrange for packing materials – You have various options – Cardboard Boxes are the most obvious, either new, though that can be costly, or 'pre loved' via ourselves, freecycle, friends or supermarkets – though you can also rent ABS plastic crates which offer much more protection & no waste to dispose of once completed but may not be suitable for all moves as collection also needs to be arranged. If travelling a distance or



even abroad, this may not be practical. Specialist boxes & crates can also be useful such as Wardrobe Boxes & Book Crates.

- If you are doing your own packing start packing non-essential items such as books and non-seasonal clothes into boxes. Clearly label boxes with their DESTINATION location in the new property & ideally, a brief summary of the contents, Don't forget about items in the loft & garage / garden shed.
- Visit the post office and arrange for your post to be forwarded (you will be charged a fee for this service) this must be done prior to moving out as Royal Mail send a card to your old address. Please note within the Manchester area this no longer covers all your post. Whistl, formerly TNT, delivers a large proportion of 'transactional mail' such as Clubcard & bank statements so it is essential to notify your suppliers as well, rather than rely on redirection.
- If you need hotel accommodation during your removal, book your hotel well in advance, especially if you are moving within the summer months.

## 2 WEEKS BEFORE YOU MOVE

- If you have children or pets, arrange for someone to look after them during the move. It is much safer when the removals staff do not need to be avoiding young children and pets can generally be much more sensitive to change than humans, as such more unsettled or even traumatised by the removals process
- Make a list of everyone who should know about the move. Send out change of address cards.
- Finalise arrangements with your removal company. Confirm arrival times and make sure your removers have directions to your new address.
- Arrange for the transfer of your pet's records to the new vet.
- Prepare a folder to include instruction booklets for any equipment fitted in the old home or being left for the new occupant. Details of where the various meters, fuses & stop cocks are located together with any 'helpful hints' such as the knack to open the garden shed or hidden switch to turn on the immersion heater, rubbish collection day etc.
- If you have gas appliances, these must, BY LAW, be disconnected by a registered GAS SAFE (previously CORGI) registered fitter so arranging a disconnection is essential. Consider doing this the day prior to moving day to avoid stress.
- If bringing in a cleaning company, confirm booking

## 1 WEEK BEFORE YOU MOVE

- Arrange a time to collect the keys for your new home from the estate agent.
- Ensure that internet access & phone lines are in place or will be installed & live on changeover day.
- Read the 'Room by Room' packing guidance in Appendix I below
- Don't leave keys in cabinets they are very easily bent or snapped off in the lock, lock & secure loose drawers / doors with masking tape NOT packing tape as that may cause damage to veneers when removed is much more likely and the sticky residue is likely to remain.
- Dismantle furniture, ensure fixings are kept together – ideally in separate grip bags – labeled, ideally inside the bag & either kept with tools or fixed with masking tape to the inside face of one panels
- If moving any significant distance, it is prudent to service your cars & fill up with fuel, if you will arrive late in the day, consider booking a hotel or B&B to guarantee a more comfortable night before unloading
- Valuables & important documents are best gathered together, if not required for the move they are best relocated to a safe alternative location as it's not ideal to have them left in your car or in the back of a removal lorry.
- Gather together spare keys & those lent to others, label them for the new occupiers.

## THE DAY BEFORE YOU MOVE

- Disconnect any appliances that aren't to be used on moving day
- Defrost Fridges & Freezers, if required
- Empty water from condensing dryers
- Ensure your mobile phones are fully charged
- Mark up anything that is not fixed but is being left in the property
- Ensure washing machines & dishwashers have working shut off valves and disconnect & drain prior to moving day.

## MOVING DAY

- Ensure house & solicitor documents are in one place together with all the essential phone numbers, ideally including mobile numbers if any of the move will occur outside working hour

### ESSENTIAL ITEMS FOR MOVING DAY

#### ITEMS REQUIRED DURING MOVING

- Kettle, Milk, Coffee, Tea, Sugar, Cups & teaspoons
- Snacks to keep you going – Fresh fruit, biscuits, chocolate
- Essential medication, pills, insulin etc & a First Aid kit
- Solicitors Paperwork, ID's and cash for trades / services required

#### ITEMS THAT MAY BE REQUIRED ON ARRIVAL

- Spare light bulbs & torch
- Toilet roll & soap, basic toiletries
- Pet food & water bowl
- Few items of cutlery to eat the takeaway with!
- Wine, Glasses & corkscrew 😊



## AFTER YOU HAVE MOVED

- Consider reviewing utility companies rather than simply accepting either incumbent or existing Suppliers.
- Notify your local council that you've moved so that you will be able to vote in future elections. You can register to vote at your new address at [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk)
- Notify the DVLA of your change of address to update both your Driving Licence and Vehicle Registration Certificate
- Notify the Inland Revenue of your change of address.
- Register your pets with a vet in your new area.
- Junk Mail. If you want to stop receiving all addressed direct mail from companies or charities that you have not dealt with before, you can register your details free-of-charge with the Mailing Preference Service (MPS). By doing this you can remove your name from up to 95% of direct mail lists in the UK. To request a registration form, please phone 0845 703 4599 or register online at [www.mpsonline.org.uk](http://www.mpsonline.org.uk).

## APPENDIX I - PACKING HINTS

### Boxes & Crates

- ✦ Convention suggests using cardboard boxes – these are usually perfectly adequate & in many cases offer a very cost effective solution, however there are also drawbacks. Brand New Cardboard boxes can be supplied but can also be quite costly, most choose to utilise 'pre used'. These can be sourced via work places, recycling & re-use websites such as freegle & freecycle or purchased either online via sites such as ebay or direct from box wholesalers. If acquiring boxes, please ensure they are robust enough to hold & protect the items packed within them. Generally twin or tri wall is much more likely to be suitable than single walled boxes. Crisp boxes from the local corner shop are suitable for Crisps! Unless you are moving 23g packets of air these are not going to be suitable for moving! A much better solution would be ethnic supermarkets where bananas / mangoes etc provide some of the most robust boxes are used. Big chain supermarkets rarely use cardboard boxes these days & tend to crush any that they do get for H&S reasons
- ✦ Cardboard boxes are ideal for items that will remain in long term storage, rather than being unpacked shortly after moving. Items such as camping gear, seasonal decorations eg Christmas or gardening items
- ✦ Another option is to use ABS Plastic crates & trays. These are uneconomic to buy for single use however short term hire does offer a great alternative. They are much stronger than cardboard, not weakened by poor weather / damp
- ✦ When packing boxes, it is always best to completely fill each box, to reduce the risk of the box crushing. If packed with fragile items, the box should be clearly marked – ideally with fragile tape that is visible from all sides
- ✦ When packing heavy items, such as books, it is best either to use crates/trays or to pack in smaller boxes so they remain within safe working limits.

## Fridges

- ✚ Run down contents – Loose bottles & liquids should not be transported in fridges but packed separately
- ✚ All fridges & freezers are recommended to be left for a period of time after relocation prior to being switched back on to prevent air locks forming within the coolant pipes.
- ✚ If any materials must be kept cool, we can provide insulated chests & ice packs. It would also be prudent to phase transfer so multiple refrigerated units are moved over a staged period to allow the 1<sup>st</sup> ones relocated to settle then be brought down to temperature so they can accommodate chilled & frozen material that is then transported.
- ✚ American fridges with drinks or ice dispensers in the front doors usually contain 'single use' clips to connect the water supply. These usually need to be disconnected to move so it is prudent to have spares prior to moving day. Sometimes there isn't a shut off prior to the water filter so it is advisable to check prior to moving day & arrange a plumber, if there is any doubt

## Safes & Fire Cabinets

- ✚ It is strongly recommended that a specialist contractor is used to relocate these items. We can happily arrange for a contractor to attend however there is almost always a site survey charge of £100-£150. Costs for moving these items usually start at £1000 per day for the crew and as such have a substantial cost implication. The contractors will also need to know weights, depth of the slab [thickness of the door plate], exact dimensions of the safe, any doorways, any steps & lift capacities... It may be more economic, if possible, to negotiate sale in situ to the inbound occupier / landlord and to purchase a new one for the new location
- ✚ If we feel the items can be moved safely we will undertake the process but we must have confirmation prior to the move of weights, exact dimensions of the safe, any doorways, any steps & lift capacities. We are unable to move such equipment down flights of stairs.

## Kitchen

Usually one of the most difficult rooms to pack as there is a very substantial amount of small & fragile contents

- ✚ Glasses are best wrapped individually & transported in ABS trays
- ✚ Plates are best stacked vertically as the weight of the stack, if placed horizontally can cause the lower ones to break when travelling over bumps in the road
- ✚ Place bottles upright, ideally in wine boxes or similar. Double check lids are firmly fixed & ensure the box is clearly marked as both fragile & 'This Way Up'
- ✚ Stationary & Office supplies are best run down prior to the move & the remainder can be relocated in storage crates – labeled up with their new destination location

## Lounge

- ✚ Most furniture will not need to be packed as it will be blanket wrapped in the van however if furniture requires special handling then this should be advised
- ✚ Fragile items should be packed in separate boxes from heavy items

Sofas usually can be removed from a property intact however sometimes there can be issues – These are usually easy to anticipate, taking into account how easily it was brought in. So long as there hasn't been any building modifications, removal will be similar. Frequently the 'feet' may need to be removed. For larger sofas, ie 4 Seater or flared back / armed 3 seaters, it may be necessary to remove one or both arms and very occasionally, if the corridor access is limited ie especially in some northern Mill Town Cottages or with very long sofas, a window may need to be removed. \*\* Please note – if this is required we can accommodate however glazing tools & skilled glaziers are not standard equipment on crews so, if this is required in must be identified prior to the move day

## Dining Room

- ✚ Usually the legs will need to be detached from the table top to allow for removal & safe transit



## Bedrooms

- ✦ Bedding is best wrapped, easiest in large bags such as garden bags or bin liners
- ✦ Frame beds will need to be dismantled. This can be done prior to arrival of the team to save time or the removal crew can take them down. If reassembly is required & complicated, it is best to leave assembled as it's much easier to reassemble than to fix a jigsaw of bits. If this isn't an option, it is best to take photos at each stage of dismantling. Ensure each set of bolts / nuts is separately packed in a grip seal bag
- ✦ Wardrobe boxes are the best way to transport hanging garments though a cheaper option is to tape small bundles of hangers together and then drop a large bin bag 'upside down over the bundle & push the hanger through the 'base' of the bag

## Garage / Shed

- ✦ These areas can take a disproportionate amount of time due to the number of loose items that tend to accumulate. To save time, these are best boxed up for ease of convenience.
- ✦ Petrol powered items should be drained, prior to transport. Leaking fuel is not a good mix with household items. Fuel & Gas canisters cannot be transported without invalidating our insurance cover
- ✦ Bikes transported are best with their chains wrapped in cardboard to avoid grease marks on other items transported