



## **A step by step guide to moving home**

### **Step 1. Book a removal firm**

Unless you do not have a lot of furniture and personal belongings it is worth hiring a removal company. Micro Movers can assist you with moving your entire home, no matter how big or small using professional removalists that have years of experience. Hiring a mover will remove a lot of stress associated with relocating and frees up your time and strength to organise all the other important things.

Micro Movers can also offer a packing service. If you decide to receive help with the packing, we will normally come to your house a day or two before you moving date to wrap and box your belongings. This service does of course come at an extra cost but may be worth it if you are busy and have a lot to pack.

If you decide to move your belongings yourself, hire a van. Again, obtain a couple of quotes before making a decision and check that you are not limited to a certain mileage. If you choose to do it yourself, enlist the help of family and friends and make sure that someone can help carry heavy items of furniture. Check whether your home and contents insurance will cover you for any belongings damaged during the move.

### **Step 2. Get organised**

Moving home is one of the most stressful life experiences. However, a little bit of forward planning can go a long way towards making your move as smooth as possible.

#### **A month before you move**

- Book time off work if necessary
- If you are living in rented accommodation give notice to your landlord

- Have a clear out. Anything that you don't need should be recycled or given to charity
- Obtain packing materials such as newspapers, tissue paper, boxes, cardboard, wrapping, padding and packing tape
- Contact your telephone and utility providers and tell them you're moving

### **Two weeks before you move**

- Contact the removal firm with the final details
- Start packing things you rarely use
- Phone the telephone company and ask them to connect the phone in your new home
- Arrange building insurance and contents insurance for your new home

### **One week before you move**

- Pack everything except things that you will need between now and your move
- Redirect your mail
- Pay any outstanding bills
- Use the checklist below to inform the right people and relevant authorities you are moving
- Put important and valuable items, such as passports, birth certificate and jewellery, in a safe place

### **The day before you move**

- Finalise last minute packing
- Pack a box of essential items, such as toilet paper, a torch, a kettle, teabags, coffee, mugs, spare bulbs etc
- Defrost the fridge and freezer
- Disconnect appliances
- Check your utility suppliers have switched on your gas, electricity and phone in your new home
- Clean the house
- Leave a 'welcome' card for the people who have bought your house, along with a few local takeaway menus and any instructions they may need
- Get a good nights rest!

### **Your moving day**

- Turn off gas and water supplies at the mains at your old address
- Check all appliances are disconnected
- Secure all windows and doors before heading to your new home

### **Packing tips**

- Label which boxes are for which rooms as this will make it easier to unpack and find essential items when you arrive in your new home

- Label each box and write a brief summary on a separate sheet of paper as to what is in that box. This is especially useful if you don't think you will be unpacking each box immediately after your move (for example; if there is limited storage space)
- Mark fragile items clearly and if you're moving yourself, load them into the van last
- Take very fragile items with you in your car
- If you're moving your belongings yourself, put one or two heavy items into each container so that they weigh roughly the same
- Remember to keep essential items handy until the last minute which may include a kettle, a couple of mugs, toilet paper, snacks, water etc.

### **Moving checklist**

When you move, it is important that you remember to inform the following:

<ul style="list-style-type: none"> <li>○ Personal Contacts</li> <li>○ Family</li> <li>○ Friends</li> <li>○ Employer</li> <li>○ Local services</li> <li>○ Paper delivery</li> <li>○ Library</li> <li>○ School, college etc</li> <li>○ Gym, social club etc</li> <li>○ DVD rental</li> <li>○ Financial Services</li> <li>○ Bank</li> <li>○ Building Society</li> <li>○ Insurance Companies</li> <li>○ Credit Card Companies</li> <li>○ Charge Card Companies</li> <li>○ Store Cards</li> <li>○ Loan Providers</li> </ul>	<ul style="list-style-type: none"> <li>○ Government Agencies</li> <li>○ Utilities &amp; Service</li> <li>○ Gas</li> <li>○ Electricity</li> <li>○ Water</li> <li>○ Phone / Mobile Phone company</li> <li>○ Internet Service Provider</li> <li>○ Cable/Satellite company</li> <li>○ TV licensing</li> <li>○ Health Providers</li> <li>○ Doctor</li> <li>○ Dentist</li> <li>○ Optician</li> <li>○ Consultants</li> <li>○ Vet</li> <li>○ Publications/Subscriptions</li> <li>○ Trade Unions</li> <li>○ Professional Bodies</li> </ul>
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