



# Britannia

## HARRISON & ROWLEY

# STEP BY STEP CHECKLIST

## TAKING THE WORRY OUT OF YOUR REMOVAL

We know it feels like there are a million and one things to remember when arranging to move house, but with a bit of organisation and using our checklist, you can reduce the job load into easy manageable chunks.

### EIGHT WEEKS TO GO

If you have accepted an offer on your home, whilst nothing is set in stone, it's worth starting to gather information that will assist you during the move.

- Begin to enquire about your removal with us by securing a surveyor to come to the property.
- Ensure you begin selling/clearing out unwanted items.

### FOUR WEEKS TO GO

- If you are renting, give notice to your landlord.
- Try to confirm definite dates, or as near as you can get and get these booked in with us.
- Book time off work should you need it.
- If you want insurance other than the standard liability that we offer, start organising this now.
- If you need help with disconnecting appliances, begin to source plumbers and electricians.
- Contact Water, Phone and Internet suppliers.

### TWO WEEKS TO GO

- Secure your definite booking with us. Getting everything set in stone will reduce the pressure.

- Begin to dismantle furniture if you have agreed you are doing this.
- Begin to organise packing if you're doing this.
- Start running fridges and freezers down.
- Clear loft and garden.
- If any lawnmowers, or motors are coming into store, drain these of fuel.

### 7 DAY TO GO

Now you are approaching your removal date you need to ensure the following are in order:

- Read your water and gas meter.
- Doctors, dentists and all other mailing addresses need to be updated.
- Ensure all packing is complete if you are conducting this.
- Ensure you know where all your paperwork and important documents are.
- Check arrival times with us, to ensure you will be ready.