

W.H.SHORT

Removals & Storage



01206 822084 | www.wh-short-removals.co.uk | info@whshort.co.uk



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COMPLIMENTARY HOUSE MOVING CHECK LIST

4 – 2 Weeks prior to moving

- START PACKING/SORTING/ORGANISING** If you are doing the packing yourself start as soon as you can, and certainly no later than two weeks to go. The trend lately is to exchange and complete sometimes within the same week. This means if you wait until you exchange before starting to pack you can find yourself with a mountain to climb. We know that until you do exchange you cannot be certain that the move will go ahead, so what about clearing out the loft, packing up your summer or winter clothes, in the kitchen the items you hardly use e.g. toasted sandwich maker, fondue set, soda stream (remember them, it's probably right at the back of your cupboard) even books and DVD's (Are DVD's still a thing?) how often do you watch/read these? This will give you a chance to sort through your possessions and have a good clear out, this will also ease the stress when you get the call to say they want to complete in a few day's time.
- TAKE YOUR VIEWS WITH YOU WHEN YOU MOVE** When you move to a new house, make sure you don't lose your right to vote! Unless you inform the local council that you have moved, you may not be able to vote in future elections.
- LAND/MOBILE PHONES** Contact providers including Internet account and advise them of your change of address and the date that you wish your new number to operate from. If you are no longer going to use the same service provider then you **MUST** give them a months notice, sometimes in writing. If you don't then you will be billed for a service that you are no longer using. Make sure that if your phone is to be disconnected that you have a way to contact your solicitor and estate agent on moving day in case of any problems.
- CAR** Have your car/cars serviced, particularly if you are moving a long distance away.
- DVLA** If you have changed address, you must tell the DVLA to update both your Driving Licence and your Vehicle Registration .
- PARKING** If you have any parking restrictions at either your present or your new address, you will need to contact the local authorities to arrange for a suspension of the parking restrictions outside your property on your moving day. Remember that a removal van can be the same size as a double-decker bus and needs extra space to be manoeuvred into position. For optimum loading and unload the rear of the van needs to be directly outside your front door and if your house is on a hill then facing downhill. If in doubt about the size of vehicle your removal company is sending, contact them and they will let you know how much space they require

- BANK** Notify your bank/banks of your change of address and maybe consider transferring your accounts to a branch nearer to your new home. If you have anything retained for safe keeping with your bank or solicitors please don't forget these.
- CREDIT/STORE CARDS** When you receive your statements, fill out the change of address form. This is usually on the reverse of the statement. Don't forget to notify any card protection insurers that you may have.
- SCHOOLS** Let your child's school know when you intend them to be leaving, and advise the new school when you intend your children to start.
- INLAND REVENUE** When you notify your local tax office you will need to quote your reference number, this can be found on your pay slip/P60/code notification.
- INSURANCE'S/PENSIONS** Contact your broker or the individual companies for your Life, Motor, Medical, Pet and Contents insurance. When contacting your house contents insurers, check with them 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.
- LANDLORD/TENANTS** Give the appropriate notice to quit or tell tenants of any change of landlord
- DOCTOR, DENTIST & OPTICIANS** If you are moving out of the local area you will have de-register with them and register with new ones in your new area. Check with your hospital if you are undergoing regular treatment as an out patient. If you have your contact lenses delivered directly to your door it is really important to let your Opticians know your new address so that your next three month pack arrives in the right place at the right time. Remember if you give blood please inform the National Blood Service of you change of details.
- HOTELS** If you need hotel accommodation during your removal, book your hotel well in advance, especially if you are moving within the summer months.
- COUNCIL TAX** Notify the relevant authorities in both your current area and the area you are moving to.
- PETS** If you are intending to book your pets into Kennels/cattery do so now. Arrange for the transfer of your pet's records to the new vet

One Week to Go...

- TV LICENCE** Did you know that your TV Licence does not automatically move with you when you move house? If you don't notify TV Licensing of your new address, you could end up being unlicensed in your new home, even if you paid for a licence at your old address.
- ELECTRICITY** Contact your existing and new electricity companies. Advise them of your new address and date of removal. Give at least 48 hours notice.
- GAS** Contact your existing and new gas companies. Advise them of your new address and date of removal. Give at least 48 hours notice.
- WATER** At least 48 hours notice is required by both your existing and your new authority to arrange for disconnection and re-connection of supply.

- LIBRARY** Now is the ideal chance to return any library books that you find, no matter how long you have had them. Also advise them of your new address.
- SUBSCRIPTIONS** Notify all organisations, charities and magazines which you subscribe to of your new address.
- NEWSPAPERS/MILK** Settle all outstanding accounts and cancel them all.
- SOFT FURNISHINGS** If you have arranged to have carpets / curtains etc delivered to your new address, confirm that the companies have the correct delivery address, date and time. If you have to have your carpets fitted on the day of the removal remember that you will have removal men walking in and out of your new house so tell your removal company and arrange for the carpets to be put down as soon as you receive the keys.
- CHILDREN** If possible arrange for the children to be looked after on removal day.

Three Days and Counting.....

- PACK A BAG** Fill this with a change of clothes. Include a survival kit for the other end; include things like, toilet rolls, light bulbs, candles, a few tools, matches, cash and a list of important telephone numbers. Include anything that you think you might need for the couple of days after moving day.
- LAUNDRY** Do a last minute laundry. Have you arranged for a plumber to disconnect the washer?
- KEYS** Please check that the keys to your new home are going to be available and that you know what to do with your own keys. Any spare keys should be clearly labelled and left where they will be seen when you leave the house on moving day. The kitchen work top is usually good as its normally the first room the new people will head towards and organise first.
- PARKING** Check with neighbours and resolve any parking problems. The average removal van is the same size as a double decker bus. You need to leave room for the lorry to manoeuvre into position. Our removal team will usually want to have the back doors of the wagon as near to the access point as possible and if on an incline the lorry will want to be facing downhill (this stops everything falling out when they open the doors)

Two Days, You are Almost There!

- FRIDGES/FREEZERS** Empty, defrost and dry out your fridge / freezer, this is most important if your furniture is to go into store or over a long distance. If you don't do this it will defrost on its own in the back of the removal van, leaking over everything around it. Please remember food stuffs cannot be moved into store. If you have been quoted to have your freezer moved with the contents still inside (will only apply to short distances) put the contents into polythene bags so they can be lifted out while carrying the freezer and placed back inside with the minimum of fuss.

- KITCHEN CUPBOARDS** Go through the kitchen cupboards and throw out anything that is out of date, also while you are there check to make sure all the packets, bottles and jars are sealed tightly to avoid spillage.
- VALUABLES/DOCUMENTS** Pack valuables and documents and put in a safe place
- SPLIT DELIVERIES** If some of your furniture is to be delivered to more than one destination, confirm with the receiving parties the delivery date and time.

The Eve of a New Adventure!

- PACKING** Aim to finish the packing today, apart from a few essentials in the kitchen and bathroom. You will feel so much better when you can see the end is finally in sight. "Don't forget to clearly mark the boxes with the room name you would like them to end up in".
- DISMANTLE & DISCONNECT** Unless you have arranged with us, you will be expected to dismantle any self-assembly furniture that cannot be moved out in one. Take down curtains and any fixtures you are intending to take with you. Make sure you have disconnected the washer and fitted the transit brackets to secure the drum. Defrosted the fridge / freezer unless you have arranged to have these moved with the food inside, if this is the case pack the contents into bags so they can be lifted out quickly.
- SNACK BOX** Make up a box of refreshments for the next day, bearing in mind that your cooker may be disconnected or in the back of a removal van. Include tea, coffee, sugar etc, and the most important item of all the kettle (our boys will love you for it) you will have to keep the refreshments flowing as moving house is very thirsty work. A selection of cold drinks is also a good idea. Mark on the box "kettle things" or "brewing tackle" and it will be guaranteed to be last on, first off the van.
- TOILETRIES BOX** Make up a box in the bathroom and put in the toiletries that you aren't using. Leave this box open to put in all the other toiletries tomorrow morning after everyone has got up and cleaned their teeth, you can then seal it up.
- OUTSIDE ITEMS** Anything outside that you can move, try and put either inside the garage or in a dry place, there is nothing worse than putting soaking wet outside furniture into a removal van along with all your other furniture.
- PARKING** If you have difficulty parking outside your house, it could be a good idea to park your own car or cars outside so that your removal van will be able to park outside. Remember the van needs more room than its own length to manoeuvre.
- DRAW A MAP** Sit down and either write out some directions or draw a plan on how to get to your new address, including a contact number.
- MOBILE PHONE** Make sure that your mobile phone is fully charged up for tomorrow, you are probably going to need it.

Let's Get This Show on the Road!!

- CHILDREN** Drop the children off or organise a corner of the lounge with some of their toys and a few treats.
- BATHROOM** Finish packing the toiletries box, and then take everything out of the bathroom that you want to go. You can now put all the bits and bobs that you don't want the removal men to take in the bathroom and shut the door.
- STRIP THE BEDS** Put the linen into a box that is clearly marked or bin liners, these usually end up being placed on top of your bed at the other end. If you are having the packing done just fold the linen and leave on top of the beds so they can be easily packed.
- THE VAN/LORRY ARRIVES** Our team leader/foreman will introduce themselves and their crew. Show the crew around the house and tell them exactly what is to go and what isn't. If you have emptied the bathroom of articles that are to go, tell them that there is nothing to go out of there and shut the door.
- THE KETTLE** The single most important thing of the day! Moving house is very thirsty work for everyone involved. Keep the kettle boiling and the biscuits flowing.
- CHECK EVERY WHERE** Once the van is loaded, take a walk around with the team leader to ensure that all the items to be moved have been placed on the van. This is your responsibility to make sure nothing is left behind. Check behind doors, in cupboards and on the walls. You would be surprised how often people keep looking at a clock on the wall, but never remember to take it down.
- WAVE GOODBYE** Say see you soon to the removal van. Now read all the relevant meters and load up your cars/car. Have a last good look around for anything you might have forgotten. Check that all the windows and doors are locked and say a fond farewell.

WH Short Are Here EVERY Step of The Removal!

REMEMBER WH SHORT ARE HERE EVERY STEP OF THE WAY! Not matter how small or how silly you feel your question maybe just pick up the phone we will set your mind at ease. Sit back and let WH Short Removals & Storage take care of it!



45 YEARS

W. H. SHORT

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