

Browns Removals & Storage

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Things To Do & Arrange

BENEFITS

- Advise DSS.
- Advise Child Benefit.
- Advise Pensions.

BURGLAR ALARM

- Leave operating instructions for new owners.
- Ensure current owners of your new home leave instructions for you.

CARS

- Advise DVLA.
- Advise Motoring Organisation.

CHILDREN

- Arrange wherever possible for young children to be looked after on removal day.

CLEANING

- Arrange to collect any Dry Cleaning.
- Arrange to clean carpets in new home.

CLUBS

- Advise Book Clubs.
- Advise Music Clubs.
- Advise Football Club for Season Ticket.

CUPBOARDS & DRAWERS

- Check cupboards are empty.
- Check Drawers are empty.

DOCUMENTS

- Assemble all documents that you will need during and shortly after the move.

DISCONNECTION / INSTALLATION OF APPLIANCES

- Arrange Gas.
- Arrange Electric.

DISPOSAL OF UNWANTED ITEMS

- Advertise in plenty of time.
- Arrange for house clearance.
- Take items to Charity Shop.
- Take remaining items to Council Tip.

FINANCIAL

- Inform bank.
- Inform Credit Card company.
- Inform Store Charge Cards.
- Inform HP Companies.
- Inform Premium Bonds.

Inform Companies where you own shares.

FORWARDING ADDRESS

- Leave a forwarding address for the new owners.
- Ensure current owners of your new home leave forwarding address for you.

FRIENDS AND FAMILY

- Make a list of who you want to advise.

HEATING SYSTEM

- Leave operating instructions for new owners.
- Ensure current owners of your new home leave instructions for you.

HOME DELIVERIES

- Advise Milkman.
- Advise Newsagent.
- Advise Catalogue/Mail Order Companies

INSURANCES

- Inform existing Insurers.
- Arrange new Insurances where applicable.

KEYS

- Leave all keys for new owners.
- Ensure current owners of your new home leave all keys for you.

MEDICAL

- Inform existing Doctor.
- Inform existing Dentist.
- Arrange a new Doctor.
- Arrange a new Dentist.

MEDICAL CONTINUED

- Do not pack important medications.
- Place First Aid Kit in Car.

NEW PURCHASES

- Work our budget for items for your new home and place orders.
- Keep a note of promised delivery dates and chase suppliers.

PETS

- Purchase Pet Carriers.
- Advise Vet.

PERISHABLES

- Start running down food in freezer if journey is a long one.
- If goods are going into store, defrost and dry out freezer and fridge.
- Arrange wherever possible for pets to be looked after on removal day.

POST & COMMUNICATIONS

- Inform Royal Mail and set up redirect.
- Arrange to cut off telephone.
- Arrange to re-connect telephone.
- Arrange call re-direct. Inform mobile phone supplier.

PROFESSIONAL ADVISORS

- Inform Solicitor.
- Inform Accountant.
- Inform Financial Advisor.

RECORDED DELIVERY MAIL

- All important notifications should be sent by Recorded Delivery Mail.

RELIGIOUS

- Advise your Religious Centre.

REMOVALS

- Confirm Date with removal company.
- Clearly Label items not to be taken.
- Work-out packing schedule if applicable.
- Purchase packaging materials if applicable.

RENTALS

- Advise Television Company.
- Advise other Electrical Appliance Companies.
- Return Library Books.
- Return DVDs.

SCHOOLS

- Inform existing schools.
- Arrange new schools.

SERVICE CONTRACTS

- Advise all Service Contractors.
- Advise all Guarantee Providers.
- Ask current owners of your new home to send you copies of service contracts and/or guarantees for items they are leaving.

TAX

- Advise Tax Authorities.
- Advise Council.

TELEVISION

- Advise Licence Authority.
- Advise Cable/Satellite supplier.

TRADESMEN/HANDYMEN

- Leave list for new owners.
- Ensure current owners leave you a list.

TRANSPORT IN YOUR OWN VEHICLE

- See "Removal Day Survival Kit".
- Valuables; Check your insurance cover.

TRAVEL

- Advise Railway for Season Ticket.

UTILITIES

- Arrange Gas to be cut-off and/or meter read.
- Arrange Gas connection at new address.
- Arrange Electric to be cut-off and/or meter read.
- Arrange Electric connection at new address.
- Advise Water supplier.
- Ensure Gas, Water and Electric are connected at your new home.

WASHING & DRYING

- Ensure all your washing is dry on move day.