

# MOVING MADE EASY.



**YOUR REMOVAL CHECKLIST  
GET ORGANISED NOW**

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CONTACT US:

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**[www.heapsremovalsandstorage.co.uk](http://www.heapsremovalsandstorage.co.uk)**

### Research, Compare, and Book a Removal Company

Research removal companies to find the best fit for your needs. Ensure they offer a home survey for an accurate quote and check if they are a member of the British Association of Removers (BAR) for added reassurance. Ask about insurance coverage some include damage protection in their service and inquire about packing, specialist packing, or storage options they may provide.

### Purchase Packing Supplies

Buy essential packing materials, including boxes, packing tape, bubble wrap, and packing paper. Stock up in advance to avoid last-minute shopping. Your removal provider may sell packing materials or provide some free as part of their service.

### Notes:

### Review Your Home Insurance

Check your home insurance policy to confirm whether it covers your belongings during the move. If not, consider purchasing additional coverage to protect your items. Some removal companies offer separate insurance for this purpose if it's not included in their standard coverage.

### Declutter Before You Pack

Go through your belongings and decide what to keep, donate, sell, or discard. This will reduce the amount of goods you need to move, make packing easier, and help lower your removal costs.

### Pack Room by Room

Begin packing early and work room by room. Aim to fill boxes as much as possible and be sure to label each one clearly. Packing well in advance will ensure a smoother move and help you finish well before your completion day.

### Create a Labelling System

Develop a labelling system for your boxes. Label each box by room and contents, and indicate where large furniture items should be placed in the new house. This will help the removal team quickly and efficiently unload your belongings in the correct rooms.

## Notify Relevant Parties of Your Move

Inform key parties of your upcoming move, including the post office, banks, employer, utility providers, and any subscription services. Be prepared to complete a change of address form for each.

## Measure Large Furniture

Measure large items like wardrobes, sofas, and dressers to ensure they will fit through doors and hallways at your new home. If necessary, plan for disassembly or removal of doors and windows to accommodate large furniture. Your removal provider may offer this service for a fee.

### Notes:

## Contact Utility Providers

Reach out to utility providers to schedule disconnections at your current home and set up connections for your new one. This includes electricity, water, gas, internet, and cable services.

## Prepare Children and Pets for the Move

Talk to your children about the move and involve them in the process to help ease the transition. If needed, arrange care for them and any pets on moving day to minimise stress and disruption.

## Notify Your Landlord (if applicable)

If you're renting, submit written notice to your landlord about your move-out date, ensuring you comply with any lease requirements or notice periods.

## Pack the Attic and/or Cellar

Don't forget to pack items in the attic, basement, or cellar. These areas often get overlooked, but anything stored there should be packed and ready to go.

# HEAPS

## REMOVALS & STORAGE

# 3 WEEKS TO GO

### Prepare Appliances for Moving



Arrange for the disconnection of large appliances like refrigerators, washers, and dryers. Measure large items (especially an American-style fridge/freezer) to ensure they'll fit through doors and into your new home. You may need to remove doors or trim to allow them to pass.

### Reconfirm Moving Details



If you're using a removal company, reconfirm your booking, the arrival time, and any special requirements. If you're handling the move yourself, finalize your van or truck hire details.

### Continue Packing



Aim to pack most of your belongings, leaving only the essentials for the final week. Prioritize areas that may have been overlooked, such as the garage, attic, or cellar.

### Update Your Insurance



Contact your insurance provider to ensure your coverage is updated for your new home. Confirm that your belongings will be protected during the move.

### Dispose of Hazardous Materials



Safely dispose of hazardous materials like paint, chemicals, or batteries, as these cannot be moved by your removal company.

### Use Up Food in the Fridge and Freezer



Start consuming perishable items from your fridge and freezer in the weeks leading up to the move. This will reduce waste and make it easier to manage food transportation.

### Notes:

# HEAPS REMOVALS & STORAGE

# 2 WEEKS TO GO

## Finish Packing Most Items

Aim to have everything packed, leaving only daily essentials like clothing, toiletries, and items you'll need in the final days.

## Organize Important Documents

Gather all important documents, including passports, new utility details, insurance policies, the moving contract, mortgage information, and purchase or lease agreements.

## Create an Information Pack for the New Homeowner

Prepare an information pack for the new owners, including details on keys, utility operation, access codes, and any quirks or special features of the property (e.g., hidden switches or appliances).

### Notes:

## Confirm Address Changes

Double-check that all address changes (with the post office, banks, utility companies, etc.) have been completed.

## Inspect the New Home

If possible, visit your new home to ensure it's ready for your arrival. Check for any necessary repairs, cleaning, or other preparations and make arrangements as needed.

## Dismantle and Protect Outdoor Items

If you're moving outdoor furniture, climbing frames, trampolines, or large planters, dismantle them in advance to make transport easier. Store these items in a clean, dry area to prevent them from contaminating your household belongings. Keep plant pots sheltered from rain, as they can become heavy and messy to move.

## Plan for Unexpected Delays

Some moves may be delayed due to last-minute issues, such as a late transfer of funds or receiving keys later than expected. Confirm your removal company's latest cutoff time, inquire about any additional services they offer (e.g., secure storage), and clarify any extra costs that could arise if your move is delayed.

# HEAPS REMOVALS & STORAGE

# 1 WEEK TO GO

## Begin Cleaning Your Property

Start cleaning your property from top to bottom to ensure it's ready for the new owners. This is common courtesy, as you'd want your new home to be in the same condition. If you're short on time, consider hiring a professional cleaner.

## Confirm Removal Details

Reconfirm all details with your removal company, including the date and time of your move. Ensure any outstanding invoices are paid.

## Double-Check Your Packing

By now, all your packing should be complete. This includes dismantling furniture (e.g., beds), packing up pictures, lamps, TVs, cables, and emptying all cupboards and drawers. Ensure everything that can be boxed is packed securely. Properly packed items can be stacked safely and efficiently on the removal vehicle, reducing the risk of damage.

### Notes:

## Plan for Access and Parking

Notify anyone who may be impacted by your removal team's vehicle access (at both the old and new properties). Clear any cars from driveways or parking spaces to ensure there's enough room for the removal van. If parking restrictions apply, contact the council to arrange any necessary permits for both the collection and delivery addresses.

## Prepare an Essentials Box

Pack a box of essential items you'll need immediately upon arrival at your new home, such as a change of clothes, basic kitchen items, medication, and toiletries.

## Secure Valuables

Collect valuable items such as jewellery, family heirlooms, and important personal documents. Plan to transport these separately, ideally in your car, for added security.

## Defrost & Drain Appliances

Certain appliances, such as refrigerators, freezers, washing machines, and dryers, need to be defrosted or drained before your move. Check the manufacturer's instructions for each appliance to ensure proper preparation and avoid damage during transit.

# HEAPS

## REMOVALS & STORAGE

# DAY OF REMOVAL

### Stay in Touch with Solicitors and Estate Agents

Keep communication open with your solicitors and estate agents to confirm that the transfer of funds is on track. Clarify when you can collect the keys to your new property.

### Secure Essentials and Valuables

Keep all important documents, valuables, and essential items (e.g., keys, medications, personal identification) with you in your car to ensure they stay safe and easily accessible.

### Provide Snacks and Drinks

Have snacks and drinks available for both yourself and the movers. A cup of tea and some biscuits can go a long way to keep energy up - moving is hard work for everyone!

### Notes:

### Take Meter Readings at Your Current Home

Record the meter readings for gas, electricity, and water at your current home, and send them to your utility providers to ensure accurate billing.

### Communicate Special Instructions to Movers

Clearly relay any special instructions to your movers, such as fragile or high-value items that require extra care. Be available for questions during the move.

### Do a Final Walkthrough

Before leaving your old home, do a final walkthrough to make sure nothing is left behind. Check all closets, cabinets, and the garage.

### Plan for the Unloading Process

Have a strategy for unloading at your new home. Assign a designated spot for each room's boxes to make the unpacking process smoother and quicker.

### Take Meter Readings at Your New Home

Record the meter readings for gas, electricity, and water at your new home and forward them to your new utility provider to start your accounts.