



## Your Countdown To Moving Checklist

### ONE MONTH BEFORE YOU MOVE

- \* Contact Albany and arrange for a free inventory and quote.
- \* Tell your phone company that you are moving. Give them the date to close your account and arrange reconnection at your new home. Give your solicitor your new telephone number.
- \* Arrange meter readings and disconnection at your present address.
- \* Confirm that you are taking over gas and electricity at the new address.
- \* Start to plan your packing and what you will need. Click on PACKING MATERIALS on our home page for help and advice.
- \* Redirect your mail.
- \* Check that your home and contents insurers know about your move make sure that cover will continue and that they have your new contact address.

### ONE WEEK BEFORE YOU MOVE

- \* Confirm the details of your move with Albany.
- \* Start to organise your packing.
- \* Pay any outstanding milk, newspaper, window cleaner bills and so on.
- \* Post your change of address cards.
- \* Find the mains water supply stop valve
- \* If you have pets, arrange for them to be looked after on the day of the move.

### ONE DAY BEFORE YOU MOVE

- \* Finish off your packing apart from your overnight essentials.
- \* Put all your valuables and documents away safely where you can find them later!
- \* Keep dust sheets handy to protect the carpets while the boxes and packing cases are being carried out to the van.
- \* Keep a supply of light bulbs and a telephone ready for use at your new address.
- \* Make sure you have cash and your chequebook handy.

### ON THE DAY ITSELF

- \* Supervise the loading and tell our removal supervisor of the order you would like your items at the new address.
- \* Make sure that nothing is left behind!
- \* Securely lock the property you are leaving.
- \* Double check that we have your new address and a contact phone number.
- \* Collect the keys to your new property and hand over your old keys.

### USEFUL NUMBERS

- \* Gas 08459 60 50 40
- \* Telephone 150
- \* Water 0845 750 0500
- \* Royal Mail 0845 774 0740
- \* Albany Removals and Storage 0115 923 5133