

BELVOIR SHEFFIELD

GUIDE TO MOVING HOME

Eight weeks before the move

- Check your Tenancy Agreement and give your Landlord/Agent the appropriate notice in writing
- If you are moving from one rental property to another consider staggering your move out – move in dates so you don't need to do everything in one day
- Shop around for quotes from removal companies
- Check your home insurance policy and ensure it is transferable to your new property
- Have a good clear out! Get rid of / sell / recycle items you no longer need

Four weeks before the move

- Notify your doctor, dentist and optician of your new address and de-register if you are moving out of the area
- Set up a postal redirection service with the post office
- Start packing up books, DVDs and all other non-essential items, including non-seasonal clothing
- Start getting rid of rubbish – you don't want to be left with an overflowing wheely bin
- Have a chat with your Landlord / Agent about any damages you think you may need to attend to e.g. marks on walls, stains to carpets etc. If you are open about this in advance your Landlord / Agent will have time to agree a plan of action with you before you leave
- Check with your Landlord / Agent to confirm what cleaning / carpet shampooing / gardening is necessary according to your Tenancy Agreement

Two weeks before the move

- Check what must be done to ensure the speedy and full return of your Deposit
- Advise your Utility Suppliers and the local Council of your forwarding address
- Make a list of all your other suppliers – Phone, Mobile, Sky, Internet and notify them

Notes:

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- Check the oven – professional oven cleaning companies can be real value for money for this horrible job!
- Ensure the lawns are cut, yard swept and the garden is tidy
- Book a professional carpet cleaner if necessary

Two or three days before the move

- Ask your neighbours to ensure a parking space is left outside your home for moving vehicles
- Eat up food in the freezer so you can start defrosting it in time for move out day
- Ring your removal firm to confirm the time you need them arrive
- Enlist some helpers! You will need to make time after all your possessions have been loaded to give the place a final 'sparkle' clean to ensure there are no deductions from your deposit
- Create a 'Last Out – First In' Box – this will be filled with the items you need the most when you first arrive at your new home, including keys, credit cards and, of course, the kettle!
- Check with your Landlord / Agent what is expected regarding key return and inventory check. If you need to return your keys to your Agent you will need to allow time
- Be organised! Make sure all the boxes and cases are packed up and labelled the day before – there won't be time on the day

On the DAY!

- Get up really early and have a hearty breakfast! It's easy to underestimate the amount of time and energy your move will take
- Read your water, electricity and gas meters and make a note to call your suppliers with this final reading
- Once all your possessions are loaded up give your place a final once over and a good vacuum through
- When you get to your new place make your bed up first. It may seem silly but you will be exhausted and it's nice to know you can just collapse when you've had enough!
- Treat yourself to a takeaway and a bottle of bubbly to celebrate!

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