

# The *Complete* Moving House Timeline



Minimise the stress of moving house with some careful organisation and plenty of forward planning

# 3 WEEKS TO GO

Contact Removal Services Scotland and invite them to quote for your removal. Ask them about packing and unpacking services.

Print off and download the Removal Services Scotland Moving Checklist.

Find out what size of removals van you will need.

## 3.5 ton Luton Transit (with tail lift)

Appropriate for small to **average** sized moves (up to a two bedroom house)

### Advantages of this van over a larger one:

- Easy to drive as it is not too big
- Able to park in a driveway so you do not have to carry boxes long distances



## 7.5 ton Purpose Built Removal Truck (with tail lift)

Appropriate for **bigger** house moves perhaps for families with children

- Perfect if you have a loaded shed/garage or a lot of garden furniture
- Not suitable for driving on narrow country roads



Book an electrician and plumber if required to disconnect and refit appliances from your old address to your new address.

Notify the following people/companies of your new address.

### Services & Utilities

- Water
- Gas Supplier
- Electricity Supplier
- Telephone
- Post Office
- Satellite/Cable TV
- Internet
- TV Licensing

### Financial

- Banks
- Building Societies
- Credit Cards
- Council Tax
- Your Employer
- Insurance
- Pension
- Inland Revenue
- Social Security
- Solicitor

### Motoring

- DVLA
- Breakdown Recovery
- Vehicle Registration
- Vehicle Insurance

### Health

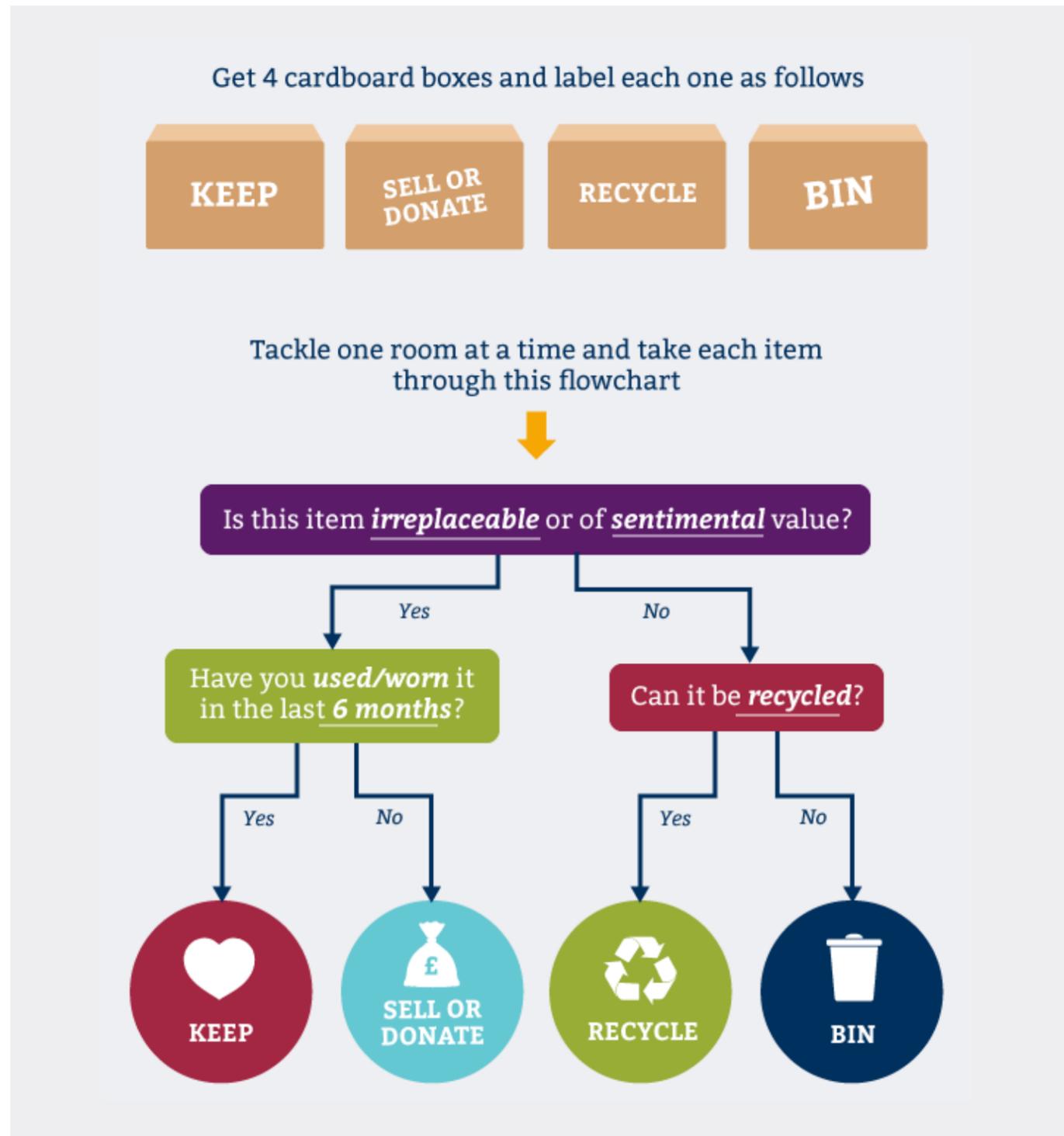
- Doctor
- Dentist
- Optician

### Other

- Friends & Family
- Subscriptions
- Window Cleaner
- Gym Membership
- School/College
- Library
- Voting Address

# 2 WEEKS TO GO

To make packing easier try follow this flowchart on how to declutter the family home before the move.



Packing Yourself? Here are some hints and tips for domestic moving.

## What to do prior to staff arrival

- **Dismantle furniture.**
- Sort out and place the contents of **attics and lofts** in a bedroom or other convenient place.
- Disconnect all electrical equipment such as **cookers, washing machines, fridges and freezers.**
- Secure the drums of washing machines with brackets from the local authorised agents to avoid damage.
- Wash out fridges and freezers to avoid unpleasant odours. Dry thoroughly.
- Take down **curtains, blinds and items fixed to walls.**
- Place pictures and mirrors in a neat stack instead of on top of an item of furniture.
- Sort out contents of garages and garden sheds. Discard rubbish, clean and bundle tools together. We will not move old tins of paint, creosote, paraffin, matches, gas bottles etc. as this invalidates insurance policies. Other containers or bottles should be securely sealed with sellotape to prevent spillage.
- Ensure staff can see the entire scale of your move when they first arrive to prevent anything being forgotten.
- Make sure we have access to and from the doorway of your homes. Explain to your neighbours that a removal vehicle will be parked outside your home and may cause them inconvenience.
- Make sure that passageways and staircases inside your home are left completely clear for our moving team.
- Keep pets out of the way whilst collection and delivery of your furniture is taking place. We advise pets should travel with the family.

## Packing & Unpacking

- Ensure that the boxes you used are strong enough to permit stacking without harming the contents.
- Ensure that each box is not filled above its top level.
- Consider the number of **heavy items** such as books in each box.
- Half fill such boxes and then top up with lighter items.
- Clothing can stay on hangers as we provide wardrobe cartons to pack these clothes. Other items of clothing should be packed into suitcases.
- Chests of drawers containing clothes can be moved full.
- China/Glass/Ornaments and Books can be left in the cupboards and on the shelves ready for our moving team to pack (if included in the quotation).
- Otherwise it's your responsibility to check all cupboards have been emptied.
- Ensure that any food packets are held together with sellotape. If we are removing the contents of your freezer, condense these items into bags, so entire contents can be lifted easily.

## Storage

- Ensure that all you keep all personal documents as it's expensive to open containers to search these papers.
- If in storage for longer than three months washing machines and dishwashers must be drained of surplus water as damp, mildew and seizure of parts can occur when not used for a considerable length of time.

# 1 WEEK TO GO

- Print off our colour coded room-by-room labels and tape to all boxes clearly with their contents clearly marked.

**LIVING ROOM**

NAME & CONTACT: \_\_\_\_\_

BOX NO:  OF:  FRAGILE: \_\_\_\_\_

CONTENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS WAY UP ↑

**R-S-S**  
REMOVAL SERVICES SCOTLAND

**BATHROOM**

NAME & CONTACT: \_\_\_\_\_

BOX NO:  OF:  FRAGILE: \_\_\_\_\_

CONTENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS WAY UP ↑

**R-S-S**  
REMOVAL SERVICES SCOTLAND

**DINING ROOM**

NAME & CONTACT: \_\_\_\_\_

BOX NO:  OF:  FRAGILE: \_\_\_\_\_

CONTENTS:

\_\_\_\_\_  
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\_\_\_\_\_

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**R-S-S**  
REMOVAL SERVICES SCOTLAND

**BEDROOM**

NAME & CONTACT: \_\_\_\_\_

BOX NO:  OF:  FRAGILE: \_\_\_\_\_

CONTENTS:

\_\_\_\_\_  
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**R-S-S**  
REMOVAL SERVICES SCOTLAND

**KITCHEN**

NAME & CONTACT: \_\_\_\_\_

BOX NO:  OF:  FRAGILE: \_\_\_\_\_

CONTENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**R-S-S**  
REMOVAL SERVICES SCOTLAND

**STORAGE**

NAME & CONTACT: \_\_\_\_\_

BOX NO:  OF:  FRAGILE: \_\_\_\_\_

CONTENTS:

\_\_\_\_\_  
\_\_\_\_\_  
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**R-S-S**  
REMOVAL SERVICES SCOTLAND

- Arrange for the Post Office to redirect your mail.

- Confirm moving arrangements with Removal Services Scotland.

- Clearly label any items you are leaving behind and remove any fixed objects not included in your sale.

- Collect up all keys for your existing property.

- Make up a tool kit with screwdriver, pliers, knife, hammer, hooks, bulbs and keep it handy.

- Make sure loft, garden shed and other storage places have been cleared out.

- Ensure that any funds coming from your own resources are cleared and ready to be transferred to your Solicitor and that you have the necessary documentation available to confirm the source of funding.

- Make sure loft, garden shed and other storage places have been cleared out.

- Double-check your correct change of address with the people and companies on our checklist.

- Inform your employer of your move, if you require time off work.

# MOVING TOMORROW

Defrost fridge and freezer.

Complete packing and create a survival kit for you and your family. Be sure to have cash available to deal with unexpected expenses.



Clean down all paintwork and working surfaces including sanitary ware. Clean and cover carpets which are being left to avoid damage.

# MOVING TODAY

Strip beds and pack bedding, nightclothes, towels etc.

Take down curtains, remove rugs and loose floor coverings that you are taking with you.

Turn off central heating and all electrical appliances.

Make sure loft, garden shed and other storage places have been cleared out.

Make a note of gas, water and electric meter readings.

Check all storage spaces and lock all windows and doors.

Leave the remaining keys in the property or as arranged with your Solicitor.

Collect your keys from your Solicitor or the selling agents as previously agreed.



# WHEN YOU GET THE KEYS

- Make sure your family is safe in your new home with these tips.



- 1. It is important that you say 'Hi' and get to know your new neighbours to ensure you feel safe in your new neighbourhood.*
- 2. Keep packing boxes out of sight or away from windows to ensure they do not attract any unwanted attention.*
- 3. Be sure to check all that all of the windows are secure. No broken locks or hinges as this is where most burglars would enter your home.*
- 4. One of the first things you need to do once you move in to your new home is change all the locks. This will ensure your family's safety.*
- 5. 'For extra safety, have a burglar alarm fitted. If there is already one in your new home, all you need do is change the code.*
- 6. The garage is somewhere you might forget about but make sure to give it a thorough check. Check all locks and hinges are secure.*
- 7. Be original when hiding your spare key. Don't hide it underneath the plant pot or the door mat. Make sure it's somewhere safe!*

- Check everything is in working order. Remember that if something is working but does not comply with technical regulations, or if the missives state the seller would not be held liable, the seller is not responsible for the repair.

- Take a note of the meter readings and phone in the readings for both properties to the Service Providers.

- If the property has been damaged since you viewed the seller may be liable for the repair but not if the damage existed before you viewed or if you had accepted any damage would not be repaired, at the missives stage.

- Get on the Voters Roll by calling **0131 469 5986**. You lose a lot of points on a Credit Search if you are not registered to vote from your new address.

- Lastly...relax. Here are some simple ways in which to do so.



- 1. Have a bath**
- 2. Listen to music**
- 3. Read a book**
- 4. Potter around in your new garden**
- 5. Play a game with the kids**
- 6. Get busy in your new kitchen**
- 7. Start painting your new bedroom**
- 8. Take a power nap**