

# Move Planner

Within two weeks of reserving your Robertson Living home:

	Obtain quotes from reputable removal companies and advise on an anticipated timescale for moving.
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Two weeks prior to moving (or sooner):

	Obtain insurance cover for the move (your removals company may provide this).
	Advise the gas provider of your new address and discuss arrangements for meter readings to be taken.
	Advise the electricity provider of your new address and discuss arrangements for meter readings to be taken.
	Advise your local water authority (England Only).
	If necessary, arrange for a plumber or electrician to disconnect your appliances and reconnect them in your new home.
	Notify your credit card companies.

Inform the following of your change of address:

Insurance Company	Employer
Bank	Hire Purchase Companies
DVLA	Private Medical Company
Doctor (you may need to change surgery)	AA / RAC
Post Office	Inland Revenue
Dentist	Opticians
Local Council Office	Magazine Subscriptions
Children's Schools	Societies / Clubs
Family / Friends	

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Confirm arrangements with:

	Telephone company (broadband, BT, Sky etc.)
	Removals company

Make things easy:

	Make moving day easier by throwing away items you no longer require or donating clothes etc. you no longer require to charity shops.
	Start packing all non-essential items. If you have pets, organise kennels / cattery or arrange for a friend to look after them on moving day.

One week prior to moving:

	Cancel all deliveries
	Defrost fridge and freezer

One day prior to moving:

	Complete packing apart from bedding and overnight items
	Decide where to place important documents and valuables during the move
	Confirm final details with your removals company

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Moving day:

	Ensure your cash and credit cards are close to hand
	Pack bedding and nightclothes
	Turn off water, as well as meter, boiler and electrical appliances
	Make a note of readings on your gas and electric meters
	Check you've left nothing behind and lock all doors and windows
	Arrange for keys to be left with estate agents or solicitors for the new occupants

It is recommended that on moving day you keep to one side various items which you are likely to require such as:

Kettle	Teaspoons	Detergent
Mugs	Hammer	Toiletries
Tea, Coffee, Sugar	Dustpan and brush	Hand towel
Biscuits	Mop	

