



# HOW TO MOVE HOME

A SIMPLE GUIDE TO  
MOVING HOME





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Moving home can be a stressful time. The COVID-19 pandemic means that some of the processes involved with moving are different to before. That's why it's more important than ever to get advice from the experts.

In this guide, we break down what tasks to do and when, so you are as prepared as possible for your moving day. Plus, we've included a handy moving checklist at the end, so you know who you need to contact to let them know you are moving home.

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## SIX WEEKS TO GO

- Confirm your moving date with your ESPC agent. It is worth considering that mid-week dates are often quieter than Fridays and bank holidays for removal firms.
- Due to COVID-19, the Scottish Government advises that those moving home should do as much of the packing and moving themselves. If this is not possible, you should speak to a removal firm as far in advance of the moving day as possible as they can book up quickly. Ask for recommendations from friends or relatives or visit the British Association of Removers website at [bar.co.uk](http://bar.co.uk)
- If you are planning to move without the help of a removals firm, you may be able to hire a van or get help from friends and family.
- Order new furniture as it can often have long lead times.
- Get in touch with schools and nurseries in the area to ensure that you register children as early as possible. You'll also need to consider ordering new uniforms etc.
- Start to have a clear out. Auction, sell, donate, recycle or freecycle anything that you don't need. It is costly to take things with you that you no longer need or want.





## FOUR WEEKS TO GO

- Order packing materials. It's never too early to start packing – especially non-essential items such as books, ornaments or non-seasonal clothes. One of the mistakes people tend to make is leaving it too late to pack, adding more stress to the moving process.
- Start to contact people to tell them you are moving. Make sure to use our handy moving checklist at the end of this guide.
- You should also confirm that you are insured for your moving day. This can either be arranged through your own home insurance or may be available through your removal company.
- Start requesting insurance quotes for your new home and contents.
- Arrange for someone to look after any children or pets on moving day.



## TWO WEEKS TO GO

- Redirect your mail using the Royal Mail redirect service.
- Make sure your friends and relatives have your new address.
- Let your doctor, dentist, vet, optician and any other local services know if you are moving out the area so they can remove you from their register. Register with new ones in the area you're moving to.
- Remember to cancel window cleaners, gardeners, newspapers etc.
- Create a file of key documents to hand over to the people who will be moving into your old home. Include instruction leaflets, information on heating systems and appliances, details of rubbish collections and recycling schemes.
- Round up all the keys to your home so that you can pass these to your solicitor. Your solicitor will be able to advise you about their process for key collections and exchanges, as this may have changed due to COVID-19 in order to adhere to social distancing guidelines.





## ONE WEEK TO GO

- Confirm the arrival times with your moving company (if you have one) and make sure that the movers have details of your new address in advance.



## ONE DAY TO GO

- Make sure to defrost the freezer and empty the kitchen cupboards.
- Pack a moving day survival kit! Tea, coffee, biscuits, kettle, toilet roll, bed linens – all the essentials that you will need on your arrival at your new home.



## ON MOVING DAY

- If you've hired a removals company, they will likely be in touch in advance to let you know about their process and the additional health and safety precautions they are taking due to COVID-19.
- Both your household and the removals firm should follow government guidance on social distancing due to COVID-19.
- You should also clean any items the removal firms are likely to touch with standard cleaning products and ensure all internal doors are open.
- Ensure that the movers have your mobile number and that you have theirs.
- Record all meter readings – if possible, take a photo.
- Check that all windows are secure and that utilities are turned off.
- You would always be advised to give the property a good clean before moving out, but due to COVID-19 it is more important to make sure it is cleaned thoroughly. Pay particular attention to surfaces and door handles.
- Do a final check once the van is loaded to ensure that everything has been taken with you, and remember to double check the garden, shed and garage.
- Collect the keys for your new home from your solicitor. Again, you will need to practise social distancing when collecting keys and your solicitor will be able to advise you about their process for this.





## AT YOUR NEW HOME

- Put key documents somewhere safe when you arrive at your new home so they won't get lost with different people moving boxes and furniture around.
- Due to COVID-19, once you've moved in, you should clean the property paying particular attention to surfaces and door handles. Before you're able to clean, it is worth advising your household to avoid touching surfaces and door handles, and to wash their hands if they do.
- Read utility meters – again take a photo if possible.
- It can be a good idea to change the locks in your new home.
- Have the boiler serviced and the electrical wiring checked.





# ADDRESS CHANGE CHECKLIST

## GOVERNMENT BODIES

- ☐ Vehicle registration – DVLA
- ☐ Driver's licence – DVLA
- ☐ HMRC
- ☐ Electoral register

## UTILITY SUPPLIERS

- ☐ Mobile phone providers
- ☐ Broadband provider
- ☐ Telephone provider
- ☐ TV provider
- ☐ Gas and electricity provider
- ☐ TV licencing

## FINANCIAL INSTITUTIONS

- ☐ Insurance provider
- ☐ Credit card provider
- ☐ Bank and/or building society
- ☐ Pensions and investment provider
- ☐ Loyalty cards

## HEALTH SERVICES

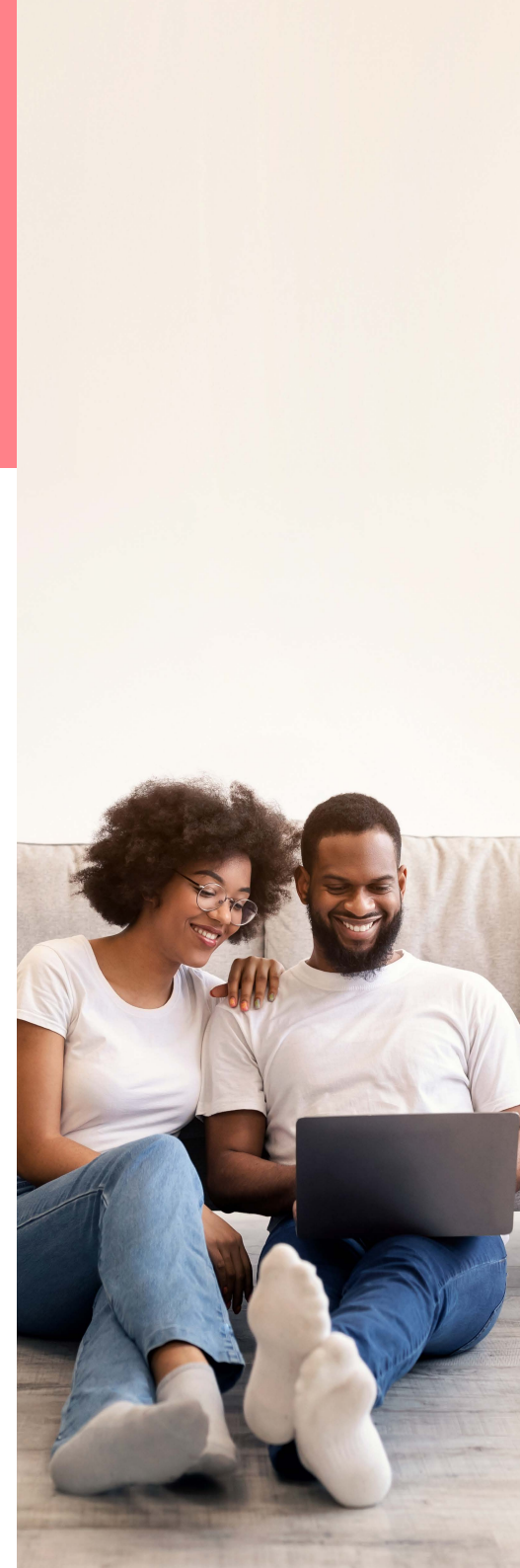
- ☐ Doctor
- ☐ Dentist
- ☐ Optician
- ☐ Vet

## WORK AND EDUCATION CONTACTS

- ☐ Employer
- ☐ School
- ☐ Nursery

## LEISURE AND FAMILY ACTIVITIES

- ☐ Gyms
- ☐ Charities you support
- ☐ Newspapers or magazine subscriptions







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 [help@espc.com](mailto:help@espc.com)

 [espc.com](http://espc.com)

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