

THE MOVING HOUSE CHECKLIST

Everything you have to do, in the order it matters.

44 jobs across seven phases, the 37 organisations that need your new address, and the record sheets you'll actually want on the day.

THE PLAN	44 jobs, 8 weeks out to your first week in
WHO TO TELL	37 organisations, grouped by priority
RECORD SHEETS	Meter readings, keys, removals and damage
COST	Free. Print it, copy it, pass it on.

MY MOVING DATE

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The plan, phase by phase

Eight weeks out — the slow things

Lock in the big, slow things now. These are what delay completions.

- ☐ **Instruct a conveyancer before you accept an offer**
Ready-to-go searches save two to three weeks. Ask for a fixed fee and the name of the person who handles your file when your usual contact is on holiday.
SAVES 2-3 WEEKS

- ☐ **Get your EPC sorted early**
You legally need a valid EPC before a home is marketed in England and Wales. Book one through our sister company homesurvey.eu — £75 fixed, lodged on the national register.
LEGAL REQUIREMENT

- ☐ **Get three removals quotes, in writing**
Fridays and the last few working days of the month are the first slots to disappear. Insist the quote spells out waiting time, insurance level and cancellation terms.

- ☐ **Decide what is genuinely coming with you**
Every box you move costs money to move. Sell, gift or tip now, while you have weeks to do it rather than hours.

- ☐ **Check your mortgage offer expiry date**
Offers usually last three to six months. If the chain slips past it you may have to reapply at whatever rates exist then, which can change what you can afford.
COSTLY IF MISSED

- ☐ **Start a moving folder**
One place — paper or phone — for the memorandum of sale, ID checks, quotes, meter photographs and every reference number you are given.

Six weeks out — money and paperwork

Money, surveys and paperwork. Chase, don't wait.

- ☐ **Commission your survey**
A Level 2 or Level 3 survey is your last chance to renegotiate on facts rather than feelings. Search the RICS register for a regulated firm.
LEVERAGE

- ☐ **Chase your searches every week**
Local authority searches are the single most common cause of delay. A polite weekly email keeps your file near the top of the pile.

- ☐ **Arrange buildings insurance from exchange, not completion**
You are usually liable for the building from exchange of contracts. Most people insure from completion and are technically uninsured for the gap in between.
OFTEN MISSED

- ☐ **Get the fixtures and fittings list in writing**
Curtains, white goods, sheds, light fittings, TV brackets. The TA10 form should be completed and attached to the contract. Assume nothing stays unless it is written down.

- ☐ **Book time off around completion**
Two days, not one. Completion day rarely runs to the hour anybody promised you.

☐ **If you are renting, serve notice at the right moment**

Check the exact notice period and the day of the month it has to land. Serving a day late can cost you a full month's rent.

COSTLY IF MISSED

Four weeks out — bookings and lead times

Removals booked, admin started, clutter going.

☐ **Confirm your removals booking in writing**

Date, arrival time, both addresses, access and parking, packing service, insurance level and the cancellation terms.

☐ **Order packing materials**

Double-wall boxes for books and kitchens, wardrobe boxes for hanging clothes, and proper packing tape. Supermarket boxes collapse when stacked.

☐ **Arrange a parking suspension or permits if you need them**

Terraced streets and city centres need this booked with the council weeks ahead. Otherwise the lorry parks a hundred metres away and you pay for the walk.

COUNCIL LEAD TIME

☐ **Set up Royal Mail redirection**

Redirection takes several working days to start and runs for up to 12 months while you catch the stragglers. Set it up [here](#).

☐ **Arrange broadband at the new address**

New lines and full-fibre installations can take two to four weeks. Book the engineer for the day after you move, not the day itself. Check coverage first.

LONG LEAD TIME

☐ **Register with a new GP, dentist and vet**

Do it before you need them. Some practices have catchment rules and waiting lists, and none of that is fun to discover at 8am on a Monday.

☐ **Sort school places if you have children**

In-year admissions go through the local authority and can take weeks. Catchment distances change every year, so check rather than assume.

Two weeks out — tell everyone, pack everything

Notify everyone, pack everything but the essentials.

☐ **Work through the change-of-address list**

Council tax, DVLA, HMRC, bank, insurers, employer, subscriptions. Use our 37-point checklist so nothing gets missed.

USE OUR LIST

☐ **Pack room by room, labelled by destination room**

Write the room it is going TO, on the SIDE of the box, with a one-line contents note. Removers stack boxes, so anything written on top is invisible.

☐ **Photograph the back of your TV and every cable bundle**

Ten seconds now, an hour saved later. Bag each set of screws and tape the bag to the item it belongs to.

☐ **Run down the freezer and use up the cupboards**

Frozen food rarely survives a move. Plan the last fortnight's meals from what you already own.

☐ **Book an end-of-tenancy or pre-sale clean**

Good cleaners are booked out at month-end. If you are renting, this is what protects your deposit.

☐ **Arrange storage if the chain has a gap**

A few days between completions is common. Knowing your options now stops a panic decision at a panic price later.

The final week — nothing left to decide

Readings, keys, kit bag. Nothing left to decide.

☐ **Pack an essentials box and keep it with you**

Kettle, mugs, tea, milk, loo roll, soap, hand towel, bedding, phone chargers, medication, screwdriver, scissors, bin bags, painkillers. It travels in your car, not the van.

DO NOT SKIP

☐ **Confirm key release arrangements with both agents**

Who holds the keys, from what time, and what happens if the money lands late in the afternoon.

☐ **Take final meter readings and photograph them**

Gas, electricity and water, with the serial number in the shot. This is your only real defence against an estimated final bill.

PHOTOGRAPH IT

☐ **Reconfirm the removals arrival time by phone**

The day before, not the week before. Get the driver's mobile number while you are at it.

☐ **Withdraw some cash and charge everything**

Phones, banks and card readers all choose the worst possible day to fail.

☐ **Defrost the freezer and empty the loft**

Both take longer than anyone expects, and removers will not take a wet appliance or clear an unlit loft.

Moving day — follow the list, decide nothing

Follow the list, keep the kettle out, photograph everything.

☐ **Walk the empty house before the van leaves**

Every cupboard, the loft, the shed, behind the doors, the airing cupboard. Photograph the empty rooms as you go.

☐ **Read the new meters the moment you arrive**

Before you boil a kettle or run a tap. Photograph each one with the serial number visible.

PHOTOGRAPH IT

☐ **Check the inventory and note any damage on the paperwork**

Damage has to be recorded on the removals paperwork before the crew leaves if you want to claim for it.

CLAIM WINDOW

☐ **Make up the beds first**

The single best piece of moving advice there is. Do it before you unpack anything else, while you still have the energy.

☐ **Find the stopcock, fuse box and gas shut-off**

Locate them while it is light and there is still someone around to ask.

SAFETY

☐ **Feed everyone**

Seriously. The day falls apart when people are hungry and nobody can find the pans.

Your first week in — safety, security, and cheap wins

Safety, security and the jobs that are cheapest while the rooms are empty.



Change the locks

You have no idea how many keys exist for that front door. A euro cylinder is cheap and takes fifteen minutes with a screwdriver.

SECURITY



Test every smoke and carbon monoxide alarm

New batteries in all of them today, and replace anything you cannot put a date on.

SAFETY



Register for council tax and open the utility accounts properly

Open each account with your photographed move-in readings so the very first bill is right. Find your council.



Tell the DVLA your new address

Free, quick, and driving on an out-of-date licence or V5C is a fineable offence. Do it here.

LEGAL



Update the electoral roll

Affects your credit file as well as your vote, because lenders check it. Register to vote.



Book any works you want doing while rooms are empty

Floors, decorating, rewiring and damp work are all faster, cheaper and less miserable before the furniture arrives.



Read your EPC recommendations before you spend money

Your certificate lists the improvements with the best payback for your specific house. Read it before you commit to insulation or a new boiler. How to improve your rating.

SAVES MONEY

Who to tell

All 37 of them. The first two groups are the ones with fines or money attached, so start there.

Government and legal — DO FIRST

☐ **Council tax — both the old and new council**
www.gov.uk/find-local-council

☐ **DVLA driving licence**
www.gov.uk/change-address-driving-licence

☐ **DVLA vehicle log book (V5C)**
www.gov.uk/change-address-v5c

☐ **HMRC — tax, child benefit and tax credits**
www.gov.uk/tell-hmrc-change-of-details

☐ **Electoral roll**
www.gov.uk/register-to-vote

☐ **Passport — no rush, but do it**
www.gov.uk/passport

☐ **TV Licence**
www.tvlicensing.co.uk/

☐ **Pension and benefit providers**

Money — DO FIRST

☐ **Bank and building society**

☐ **Credit cards and loans**

☐ **Mortgage lender**

☐ **Buildings and contents insurance**

☐ **Car insurance — your premium will change**

☐ **Life insurance and pensions**

☐ **Savings, ISAs and investments**

☐ **Premium Bonds and NS&I;**
www.nsandi.com/

Home and utilities

☐ **Electricity supplier — with your final reading**

☐ **Gas supplier — with your final reading**

☐ **Water company**
www.water.org.uk/advice-for-customers/find-your-supplier/

☐ **Broadband and landline**

☐ **Mobile provider**

☐ **Boiler cover or home emergency plan**

☐ **Alarm or smart-home monitoring**

Health and family

☐ **GP surgery**
www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/

☐ **Dentist and optician**

☐ **Vet and pet microchip database**
www.gov.uk/get-your-dog-microchipped

☐ **Schools and nurseries**
www.gov.uk/schools-admissions

☐ **Employer HR and payroll**

☐ **Any care or support services**

Everything else

☐ **Royal Mail redirection**
www.royalmail.com/personal/receiving-mail/redirection

☐ **Online shopping default addresses**

☐ **Subscriptions and box deliveries**

☐ **Gym, clubs and memberships**

☐ **Loyalty and reward cards**

☐ **Breakdown cover**

☐ **Charities and standing orders**

☐ **Friends, family and the Christmas card list**

Record sheets

Fill these in on the day. Photograph every meter with its serial number in the shot — these notes plus those photographs are what settle a disputed final bill.

Meter readings — property you are leaving

Meter	Serial number	Reading	Date / time	Photo?
Electricity				
Gas				
Water				
Other				

Meter readings — property you are moving into

Meter	Serial number	Reading	Date / time	Photo?
Electricity				
Gas				
Water				
Other				

Keys handed over / received

Item	How many	From / to whom	Time
Front door			
Back door			
Window / garage			
Alarm code			

Damage or missing items — record before the crew leaves

Item	Damage	Noted on paperwork?	Photo?

PART FOUR

Moving day, hour by hour

THE NIGHT BEFORE **Strip the beds last, pack the essentials box first**

Bedding goes in the car with the essentials box. Charge every phone and power bank. Put passports, paperwork, keys, jewellery and medication in one bag that never leaves your side. Set two alarms.

7:00 AM **Final readings, final walk-through**

Photograph the gas, electricity and water meters with the serial numbers visible. Strip the beds. Empty the fridge into a cool bag. Check the loft, the shed and every cupboard once, before anybody arrives.

8:00 AM **Removers arrive — brief the crew properly**

Walk them round. Point out what is not going, what is fragile and where the parking is. Confirm the destination address and the driver's mobile number. Show them the kettle and where the loo is; it genuinely pays off.

MID-MORNING **Keep out of the way, stay reachable**

Your job now is to answer questions and keep phones charged. Your solicitor may need you at short notice. Do not start cleaning around the crew — it slows everybody down.

COMPLETION **Money moves, then keys**

Funds go through the chain and only then are keys released. Anywhere between late morning and late afternoon is normal. Nothing you do makes it faster, so eat lunch while you wait.

ON ARRIVAL **Read the meters before you boil a kettle**

New meters, photographed, serial numbers visible. Then find the stopcock, the fuse box and the gas shut-off while it is still light and someone is around to ask.

AS BOXES LAND **Direct, do not unpack**

Every box goes to the room on its label. Check the inventory as it comes off the van and record any damage on the removals paperwork before the crew leaves — afterwards is too late to claim.

EVENING **Beds, then food, then stop**

Make up every bed before you unpack anything else. Then feed everybody. Then stop. The rest will still be there tomorrow, and you will be much better at it.

Before you put the sign up

In England and Wales you need a valid EPC before a home can be marketed, and it lasts 10 years — check the national register at gov.uk/find-energy-certificate before you pay for another. If you need one, My Home Survey Ltd does them for a fixed £75 through homesurvey.eu, including lodging it on the register. Call 07979 601815 or email carl@home-surveyors.com.

The interactive version of this checklist — with your moving date, a progress tracker and the official links — is free at moving-house.co.uk/plan/