MOVE CHECKLIST

Use the below tick sheet to help you prepare

GMS GERSON MOVING SERVICES

When Booked

Contract
Sign and return your accepted contract/quotation.

3/4 Weeks Before

Friends and Family
Notify all your friends and family of your new address.

Packing & Disposal
Make sure you start to dispose of any unwanted items before your move, and make sure if you are doing your own packing, that you start to organise this.

Insurance
Start to think about whether you want us to insure any of your things during the move,

Bank, Credit & Debit Cards
Notify your bank of your change of address, including and credit cards you may have. Any other companies that you have direct debits or standing orders with will also need to be notified.

Documentation
Make sure you have all the correct documentation emailed to us. We can provide you with most of this, and just ask us for advice if you're unsure.
We can't move you if we do not have the correct documentation.

Settle Your Balance
You may already have done this when booking your move, but please ensure it is settled by this point.

Exchange Currency
You may likely have to change a lot of your money due to your move. We can advise on this and you might actually be able to save the entire cost of your move.

Subscriptions
Remember to notify all services that you are changing address. Things like your TV/Phone/Cable subscriptions.

Doctor/Dentist
Ensure you deregister with your current doctor/dentist and start looking into new alternatives.

Local Authority & Council
Make sure to inform the relevant authorities that you are moving away.

Mail
Set up a redirect with the necessary national mail service.

Driving License
Remember to inform the relevant vehicle office of your change of address and also make sure you've registered your vehicle if required.

Children
Make sure the school is aware of the leave date.

Pets
Remember to arrange alternative accommodation for any pets if required.

1 Week Before

Insurance
Make sure if you're having insurance with us, you've completed the insurance form and emailed it back to your Move Manager.
We can't insure anything if we don't receive this on time.

Electricity/Gas/Water
Contact your existing suppliers to inform them of your move. Usually 48 hours is required for any switch.

Milk/Newspaper/Windows
Settle any outstanding accounts and cancel these services.

Keys
Ensure that the keys for your new home are going to be available on time.

Fridge/Freezer
Empty/defrost and dry out the fridge/freezer.

1 Day Before

Washing Machine & Dishwasher
Empty and drain pipes so that it doesn't leak in transit.

Food & Drink
Make sure you are prepared with food and drink for the next day or two, as your cooker/fridge may be disconnected.

Get a good night's sleep!

The Moving Day

Bedding
Remove all bedding and clearly label for immediate unpacking for the first night in your new home.

Crew Arrival
Make sure to show the team leader around your property and identify anything that is or isn't going.

Completion
Once everything has been loaded into the vehicle, walk through your property with the team leader making sure that everything is in order.

Before Leaving
Make sure to make a note of all relevant meter readings and arrange for the key to be transferred.

We'll see you at the new place!

Call: +44 (0) 20 7097 5335 | **Email:** move@gersonmovingservices.com