



Moving Checklist

Moving is no easy task, it takes time to plan and pack your life into a van and move into a new home, but here at Sixt rent a truck we have written a comprehensive checklist and moving plan to help your move be smooth and stress-free! Simply print out the checklist to help you check that you have done everything.

1 - 3 Month before moving house

- Arrange your van rental by booking one of our [Sixt hire vans](#) on the date you intend to move
- If you rent your current property, allow enough time to give notice to your current landlord. You will find further information in your lease.
- Over the years you generally collect broken or unwanted items in the cellar, the attic or the garage. Don't forget to dispose of these items before you leave and recycle where you can.
- Prepare a list of items that you will be taking with you.
- If needed, apply for a parking permit or [Parking Bay Suspension](#) for your van or truck.

You should contact the following and advise them of your moving date and new address:

- Your Employer & Inland Revenue:** when you notify your local tax office you will need to quote your reference number, this is printed on your pay slip/P60/code notification.
- DVLA:** you need to change both your address on the card driving licence and registration ticket.
- Council Tax Office:** Make sure you notify authorities both in your current area and the one you're moving to if you are changing districts/counties. <http://www.voa.gov.uk>
- Bank/ Building Society & Credit Card companies:** If you are moving a considerable distance away it would be a good idea to transfer your accounts to a branch closer to your home. Most credit card companies send a change of address form with their monthly statements, be sure to fill these out at next statement to change your address.
- Insurance:** Make sure your contents insurance is changed to your new property on the date that you move, you may need to get a new quote for your new home, see make sure you received a quote in good time before you move! Your quote may also change for car insurance if you do/don't have a garage in your new property etc.
- Telephone/ Mobile Phone:** Make sure you contact both providers of your plan to move, also your internet account if you have one with them to notify your change of address and the date you will be needing to switch your phones/internet connection, sometimes your phone provider may need to come and install a phone line in your new home, so make sure you notify them in good time.
- Junk Mail:** To stop junk mail you may have been receiving to your old property, you can register yourself with the [Mailing Preference Service \(MPS\)](#) this can help you remove your name from up to 95% of the direct mailing lists in the UK.
- TV Licence:** Your TV licence does not move with you, you need to make sure you notify TV licensing to prevent yourself from facing a fine of up to £1,000 go to <http://www.tvlicencing.co.uk> to change your details.

- Satellite TV:** If you pay for satellite TV, please don't forget to notify your provider in good time, so you can arrange a date for them to come and set up your satellite dish in your new property
- Doctor, Dentist & Opticians:** If you will be moving out of the local area you will need to inform your Doctor, Dentist and Opticians so you can de-register with them and register in your new local area. If you go for regular appointments at your local hospital, make sure you also notify the hospital so they can transfer your treatment.
- Vet:** If you have any pets make sure if they are receiving any treatment, it can be transferred to a local Vet. Also if you are intending to put your pets in a kennel during the move arrange that now
- School:** If your children are changing schools inform your old school when they are leaving and make sure you notify the new school when they intend to start
- Post:** Make sure you redirect any post to be sent to your new post for the first three months you move house, to give you time to notify any companies of your move if you have forgot to do so prior, the Royal Mail offer a redirecting service which you can setup online. This takes at least 5 days for the service to be implemented.
- Moving shopping trip:** ensure you have bought all the essentials for moving: [Boxes](#), Tape, Carrier Bags, Black sacks, bubble wrap, newspapers, and suitcases Library, Gym and any other subscriptions: make sure you notify these of your change of address
- Parking:** Do you need a permit to park at your new property? If so make sure you apply now to ensure you won't be fined. If you have a current permit you are cancelling, check to see if you are able to get money back for returning your permit early. Plus if there are any other restrictions to parking outside your new property, inform the local authority of your moving plan and of any extra vehicles that will be at the property. Your removal van can be pretty big, it may also be an idea to inform your new neighbours of your moving date so they are not surprised at the removal vans on your street.
- Vote:** if you are moving to a new area, you will need to register to vote again with your new council, to ensure you can vote in future elections at your new address.

1 week before the move:

- Neighbours:** Make sure you notify your neighbours of your move to ensure little disturbance for an easy move.
- Pets and young children:** If you have not had a chance to do so, ensure your pets have a place in kennel, if not arrange for them to stay at a friend or families house. Young children may also need to stay at a family members to avoid stress.
- Help:** Ask around to find people willing to help you move if you need any extra help.
- Electricity & Water:** Contact both your new and existing companies to advise them the date of your move and your new address, ensure that you give at least 48 hours notice to ensure you have time to arrange disconnection and re-connection of supply in your new property.
- Fridge/Freezers:** A week before empty all the contents of the fridge and do not re-fill till after the move to ensure time to defrost and dry you fridge and freezers, if you do not do this, it can make it hazardous to move as could defrost inside the van and wet any other items surrounding it.
- Valuables/Documents:** pack your main valuables and documents in a safe, but easily accessible place.
- Kitchen cupboards:** check through the contents of your cupboards and through away any out of date items you will not want to move with you, if you have any half empty items ensure they are sealed tightly when packing them.
- Newspapers/Milk:** inform your local Milkman/newspaper you are moving and pay off any debts to them.

- Library:** Return any library books you have come across whilst packing, and advise of new address if still your local library, if not un-register with them.

1 to 3 days before the move:

- Packing:** plan to finish packing two days before the move, to ensure you have some extra time to pack if needed, but also make sure to leave out a bag of toiletries for the bathroom and food items needed, best to keep non-perishable items for the next few days. When packing also try to organise boxes by rooms and right which room each box belongs in, to ensure a quick and easy move.
- Dismantle and Disconnect:** Any large pieces of furniture you are able to dismantle, flat pack to ensure optimum amount of space is used when placing items in the removal van. If you are planning to take curtains/light fixtures with you, make sure you take these down and pack them too. Also dismantle your washing machine, cooker and any other items from your kitchen/laundry room.
- Lunch boxes:** Pack yourself some lunchboxes as you will find you will probably have no time to make/buy food on the day of your move, if you are a tea fan, also pack your kettle with your lunch boxes with tea bags and coffee, so you are able to stop for refreshments whilst unpacking the new house.
- Gardening tools/furniture/other items:** Anything outside you want to move with you try and bring in side your shed/garage/house if needed to dry, to ensure you do not get your other items around it mucky on the day of the move.
- Mobile Phone:** Make sure you charge your phone so you have full battery the night before you move, as you will definitely be needing this on the big day.
- Keys:** All spare sets of keys for the front door, shed, garage and windows need to be rounded up ready for the handover.
- Important items:** Ensure you have your personal items to hand including your Passports and Jewellery.
- [Parking space](#):** If you need to block off some parking space in the road for your Sixt van.
- Cleaning/toiletries box:** You may need to do a spot of cleaning at your new house in the bathroom/kitchen (especially if it has not been lived in for a while) it would be handy to carry a bag of essential cleaning items just in case. You will also need to carry some essential items for the bathroom such as toilet roll and your toothbrush! You may also want to bring a set of tools such as a screwdriver/hammer, to build any items you have flat packed for the move, most importantly your bed!

Moving day Morning:

- Collect your reserved van or truck from your local [Sixt branch](#). Arrange with your helpers how you want to organise the move and how the vehicle should be loaded. You can get further tips on how to organise your move at our [Moving Tips](#).
- Remember to think about feeding your helpers, and providing lots of cups of tea, moving makes for hungry work!
- Children:** Drop your children off at a friends or organise for them to be collected, as well as your pets. If your kids will be staying throughout the move, pick a few toys/books to keep them occupied with and a safe area.
- Beds:** Strip all the beds and put the linen in black sacks ready to be put on as soon as arriving at the new property

Van Arrives

- Park the van in a easy to reach spot and plan which rooms you would like to move in order
- Bathroom:** After packing the van, take out any toiletries you have left in the bathroom, ready to be placed in the new house upon arrival.
- Kettle:** make sure you keep the kettle going for all the movers hard at work!
- Last Checks:** Ensure you check every room has been emptied, behind doors, inside any built in cupboards, the loft and garage, also any wall hangings and mirrors need to be taken down and put in the van.
- Windows and doors:** Make sure you close all windows and doors as you leave.

Our recommendation for your next move

Sixt offers small van rentals, spacious moving vans and trucks with a maximum authorised weight of up to 3,5 tonnes. In our branches and online you will find the perfect van hire that suits your needs.

Whether you're moving house, buying new furniture or need an extra van for your business, simply rent your van online or by calling our reservation hotline.

[Book your van online](#) or by calling our reservation hotline 0844 248 66 20.