

## MOVING CHECK LIST

Below are some tips to help you in planning your move.

### When you decide to move home

Contact UTS-Gauntlett for a free consultation our Customer Service Manager will discuss your requirements and how you would like your move to be planned and submit a service proposal. Complete and return the acceptance form as early as possible even if you do not have firm dates at this stage (these can be advised as soon as your house contracts are agreed saving you time in the move process).

### Two/four weeks before your move

Send out change of address cards  
Notify change of address to:-local authority utilities gas/electric/water/telephone insurance companies/agents credit card companies banks/building societies/stock broker/financial advisor Post Office postal redirection/pensions  
Arrange for cooker and any electrical appliances/light fittings to be disconnected and reconnected if these are to be moved (UTS-Gauntlett can arrange this if you wish).  
Arrange travel plans and book hotel if appropriate.  
Arrange with friends/family to care for children/pets during the move.  
If taking cuttings or plants from your garden, plant into small pots and collect together in a central area remember to water these regularly until one day before the move!  
Obtain boxes for packing any owner packed goods. (UTS-Gauntlett can provide these).

### One week before moving

Cancel daily deliveries and settle accounts.  
Collect dry cleaning/shoe repairs.  
Return any borrowed items, e.g. library books/videos.  
Pack items agreed will be owner packed.

### Three days before moving

Pack personal items, jewellery, insurance policies, Passports, all details relating to your house sale and purchase of the new property, keep these safely in a folder/briefcase with you.  
Complete the packing you have undertaken to complete yourself or let UTS-Gauntlett know if there is a problem and you need UTS-Gauntlett to help you.

### One day before moving

Empty, defrost, clean and dry the refrigerator and freezer (earlier if going overseas or to store).  
Sort out what will be required for meals during the move and identify these to prevent them being packed.  
Identify the items not to be moved.  
Keep to one side the items you do not want to be packed until the last moment.  
Get a good nights sleep.

### Moving Day

Your UTS-Gauntlett team leader will identify himself to you on arrival. He will pass on any instructions you have to your moving team.  
Show your team leader around your property and identify any special items of concern.

We wish you a pleasant move to your new home. Relax, you're in safe hands when you move with UTS-Gauntlett.