



# Your Guide to a Check Out.....

*Moving Home can be a complicated and stressful task, we have put together a few pointers to make your life easier and things that are a must to not forget*

## Preparing your Move

**Utilities** - Inform your utility companies that you are moving home and provide them with the date you are moving

**Telecommunications** - Inform your telephone, broadband and television provider that you are moving and arrange to return any equipment that doesn't belong to you

**Post** – Arrange to have your post redirected to your new address

**Insurances** – Remember to inform and transfer all insurance documents to your new address, ie car, house, life insurances

**Packing** – Start packing and sorting through belongings, always a good start is to pack by room. Make sure you have plenty of boxes and if you are arranging to have someone move for you then book them early.

**Change of address** – Make sure you inform the following organisations of a change of address For Example your

Employer

Inland Revenue

DVLA

Banks and Building societies

Local Council

Credit Companies

Doctors and Dentist

Car vehicle registration

These are important that you inform the above as you wouldn't want this information going to the wrong property

## Moving Day

**Cleaning the property** – Make sure you arrange to have the property cleaned in full, to include any carpets, windows and appliances

**Meter Readings** – take meter readings of the gas meter, water meter and electric meter. Some properties have separate heating and hot water meters too.

**Secure the Property** – make sure all doors, windows, garages are locked

**Returning keys** - Return all keys of the property to your agent

**Deposit** – We aim to return your deposit with 14 working days, however this can sometimes take longer is there is works that need to be carried out on your behalf