



Top Tips for Home Movers



completeasap.co.uk

Home-mover helpful tips

- ✓ **DO** arrange your mortgage or at least obtain an offer in principle before you make an offer on a property.
- ✓ **DO** ensure everything your lawyer sends you is carefully checked and let them know if there are any mistakes or you don't understand something. Never hold back in asking your ASAP Sales Progressor questions as they are here to help you.
- ✓ **DO** return all documentation to your lawyer as soon as possible to prevent delays.
- ✓ **DO** let us and your lawyers know if you are planning to be away on holiday or business at any stage during the transaction so we can work around your dates.
- ✓ **DO**, if you are selling, ensure you provide your lawyer with any relevant planning consents, guarantees or documents including those that you were given when you bought the property.
- ✓ **DO** make sure that any monies you need to complete your house purchase are easy to access. A lack of cleared funds could delay the transaction.
- ✓ **DO** talk to us at any stage if there is anything you are concerned about, unsure of or need answers to. We are available to help you every step of the way.
- ✗ **DON'T** make personal agreements with buyers or sellers without first checking with your lawyer.
- ✗ **DON'T** agree any moving dates with buyers or sellers without first confirming with your lawyers that everyone in the chain is aware and in a position to exchange contracts.
- ✗ **DON'T** go ahead with organising anything or making financial commitments until you've exchanged contracts. Keep any arrangements tentative.
- ✗ **DON'T** cancel any existing mortgage payments until contracts have been exchanged.
- ✗ **DON'T** cancel any buildings insurance cover until completion.



Home Mover Checklist

There is undoubtedly an incredible amount to think about when moving home.

To help you make sure you've got everything under control, we've put together a useful moving home checklist, together with a list of dos and don'ts. While some of these points may not apply to your move, others undoubtedly will.

As soon as you have exchanged contracts...

- | | |
|--|--------------------------|
| Book your removal company or arrange van hire | <input type="checkbox"/> |
| Update your house and buildings insurance policy | <input type="checkbox"/> |
| Arrange disconnection and reconnection of telephone and broadband | <input type="checkbox"/> |
| Arrange final meter readings for gas, electricity and water | <input type="checkbox"/> |
| Arrange suppliers gas, electric and water suppliers for your new address | <input type="checkbox"/> |
| Inform both your current and new Local Authorities, Water Board and other service providers of your moving date | <input type="checkbox"/> |
| Redirect post via Royal Mail | <input type="checkbox"/> |
| Cancel any regular deliveries & services, e.g. newspapers, fuel, milk, window cleaner etc | <input type="checkbox"/> |
| Ensure you have cancelled direct debits/standing orders for services you can no longer use at your new address eg gym membership, vet, optician | <input type="checkbox"/> |
| Organise disconnection and reconnection of major appliances, i.e. your cooker, fridge freezer and washing machine, etc | <input type="checkbox"/> |
| Inform friends and family of your change of address | <input type="checkbox"/> |
| Inform children's current head teachers of move | <input type="checkbox"/> |
| Visit new head teachers | <input type="checkbox"/> |
| Register with new doctor, dentist and vet | <input type="checkbox"/> |
| Order carpets and curtains or book a fitter to lift and relay any carpets being removed | <input type="checkbox"/> |
| If your home is your registered office, you will also need to update HMRC, Companies House and your bank as well your promotional material, suppliers and customers. | <input type="checkbox"/> |
| Clear any outbuildings and loft or basement space before completion. Otherwise you could find yourself facing a bill from the buyer to remove items ...and start packing!! | <input type="checkbox"/> |

And on completion...

Collect your keys and move in.

You may wish to consider changing the locks, as you can never be sure who could still have keys.

Similarly, if there is an intruder alarm, change the code.



Checklist for Change of Address Notification



Banks and Building Societies ☐

Life, Motoring and Contents Insurance Companies ☐

Credit & Store Card Companies ☐

DVLA ☐

TV Licensing Office ☐

Relevant government departments for Taxes and benefits where applicable ☐

Friends and family ☐

Mobile Phone Company ☐

Financial Institutions:
- Premium Bonds office ☐
- Pension Companies
- Investment Advisors

Membership Organisations such as gym, AA, National Trust etc ☐

Family Health Services (eg Doctor, Dentist, Optician, Vet) ☐

Online Shopping Accounts (eg shopping, groceries, takeaways) ☐

Educational Institutions (eg School, College, University) ☐