

On the day of the move

At the property you are leaving

1. Meet the removers and give them a quick tour of the existing property
2. Swap mobile telephone contact numbers with the removers
3. Make sure everyone else who is helping you move has each others' numbers too
4. Check the removers know where they are going and have directions. If the property is hard to find, describing useful landmarks such as shops, will help prevent them getting lost
5. Explain what is to go and what is to stay. If there is a lot to leave behind, it may be worth marking this beforehand with bright tape to avoid confusion
6. If there is anything that requires extra care, point this out at the start, but try not to check everything the removers take out as it can cause delays
7. Do a final check when the van is loaded to ensure everything has been taken
8. Check all windows and doors are locked and the utilities are all turned off
9. Lock-up and drop the keys with the agent or solicitor - whatever has been agreed

At your new home

10. Give the removers another quick tour so they know what rooms to put your things in
11. Try putting up a sign (printer paper, blue tack and a biro should do the trick) so they know which room is which, especially where bedrooms are concerned
12. Use masking tape on the floor to show where you want furniture to go
13. When the van is unloaded, do a final check to ensure nothing has been left behind
14. Thank and tip your movers