

MOVING HOME PLANNER

Here are some tips to help you remember what you should do and who you should contact when you move house. Please do not arrange anything until you have been given a definite moving date.

BEFORE YOU MOVE YOU WILL NEED TO

- Give notice to your existing landlord
- Set a date for your Sky / telephone company to disconnect your telephone / internet and install a new one in your home
- Advise the gas board of your new address and arrange for your old meter to be read
- Advise the electricity board of your new address and arrange for your old meter to be read
- Advise Welsh Water
- Advise the Council Tax Department

INFORM THE FOLLOWING OF YOUR CHANGE OF ADDRESS

- Bank / Building Society / Credit Union
- Insurance
- DVLC (Driving Licence)
- Doctor (you may need to change surgery)
- Post Office (to arrange re-direction of post)
- Dentist
- Optician
- Schools
- Housing Benefit Department
- Family / friends



- Employer / pension companies
- Hire purchase / loan companies
- AA / RAC / Car Rescue Service
- Inland Revenue / Department for Work & Pensions
- Publications sent by post
- Societies / clubs
- TV and dvd / video rental
- Satellite / cable television
- Store card / credit card / charge card
- Vet

CONFIRM ARRANGEMENTS WITH

- Gas supplier
- Electricity supplier
- Telephone / Sky / Internet supplier
- Removal firm
- Cartrefi Hafod Lettings Agency

ONE WEEK PRIOR TO MOVING

Remember to cancel deliveries of:

- Newspapers
- Milk
- Cancel window cleaner

ONE DAY PRIOR TO MOVING

- Complete packing apart from bedding and overnight items
- Decide where to place important documents and valuables during the move
- Confirm final details with your removals company
- Defrost freezer

MOVING DAY

- Ensure your cash, chequebook and credit cards are close to hand
- Pack bedding and nightclothes
- Turn off water, gas meter, boiler and all gas and electrical appliances
- Disconnect the cooker and any other appliances, using a qualified electrician / gas safe registered fitter
- Make a note of the readings on your gas, electric and water meters (if applicable)
- Check you've left nothing behind and lock all doors and windows
- Arrange for keys to be returned to your landlord
- Ensure property is clean and free of rubbish / furniture

Keep to one side various items which you are likely to require, such as:

- Kettle
- Mugs
- Tea, coffee, sugar and milk
- Biscuits
- Teaspoons
- Dustpan and brush
- Mop
- Detergent

We hope that this reminder list will help your move take place as smoothly as possible.

This document is available in other languages
as well as in alternative formats on request.

CONTACT DETAILS

Hafod Housing Association Ltd

St Hilary Court, Copthorne Way,
Culverhouse Cross, Cardiff, CF5 6ES

Tel: 029 2067 5800

Fax: 029 2067 5898

cartrefi@hafod.org.uk

www.hafod.org.uk/cartrefi-hafod/cartrefi-hafod-lettings-agency.htm

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