

## Tenant Moving Checklist

Moving out of your current rental property to your new address can be stressful.

Which is why our City Quays team have prepared a moving out checklist and all that you need to know when moving to a new rented accommodation.

### Step 1: Give 2 months' notice before moving out

#### Contact your current landlord or agent

Give at least two months' notice before you want to end your tenancy. Check your tenancy agreement for any break clause or special terms.

### Step 2: Find all documents related to your tenancy

Assured Shorthold Tenancy agreement and any written agreement

Information from your deposit protection scheme (DPS)

Move-in inventory report

Copy of EPC

Copy of Gas Safety Certificate

All receipts for your rental payments

All receipts for utilities paid by you

All receipts for repairs, maintenance, improvements and other property services

Content insurance, if applicable

All contracts with utility companies, providers of Phone, TV, Internet or any other services

### Step 3: Prepare for the move

#### Book a professional removal company (if required)

Try to avoid Fridays and bank holidays when removal companies are in high demand. For a less stressful move, opt for off-peak times such as mid-week. It is more likely your chosen removal firm will be available for that day.

#### Book a specialist service company (if required) for any items that require special care

It is worth highlighting any large or awkward items such as furniture or white goods may require a specialist for your move.

#### Purchase contents insurance

Ensure your possessions are insured for transit – most removal companies provide such insurance. Check what it covers and whether there are exclusions. If you are planning to transport any precious items yourself, check that these are covered when in transit by your contents insurance.

#### Collect boxes to transport belongings

Start collecting plenty of boxes to transport your belongings. It is worth checking if your removal company supplies them.

- Order new items for your new home**  
If you need new furniture or carpets for your new home – order them now and arrange delivery for when you move in.

#### Step 4: Notify the following parties of your new address

- Inform all service providers including utility, internet and telephone providers**  
This includes utility companies, telephone and Internet service providers
- Notify TV Licensing**  
Your TV licence doesn't automatically move with you when you move homes. If you do not notify TV Licensing of your new address, you could end up being unlicensed in your new home, even if you have paid for a licence at your old address. Anyone who watches TV without a licence risks prosecution and a fine of up to £1000, so make sure you're covered by logging on to [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk). This should only take a few minutes!
- Unregister with your local GP, Dentist and Optician**  
If you are moving to a different area, register with a new local GP, dentist and optician.
- Visit the Post Office to re-direct your mail**  
Arrange for your post to be forwarded to your new address (you will be charged a fee for this service).
- Contact the DVLA**  
It is a legal requirement to notify DVLA to change the address on your driving licence and renew your vehicle registration document.
- Notify the bank/building society**  
Contact your bank, building society or credit card company of any changes to direct debits, standing orders or loan repayments.
- Inland Revenue**  
Visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk) for a list of offices.
- Local council regarding council tax**  
Visit [www.gov.uk/council-tax-bands](http://www.gov.uk/council-tax-bands).
- Any subscriptions that use this address e.g. magazines and charities**
- Employer**
- Schools / Universities**
- Friends, family and colleagues**

## Step 5: Start packing and cleaning

- Sort through all your belongings**

Start packing all your belongings and get rid of any unwanted items by donating to charity, recycling them or selling them on such as second-hand furniture. Remember to make sure you label all boxes clearly!
- Pack a box of items that will be needed immediately**

Items that may be needed right away at your new home such as toiletries, kettle, bed sheets etc.
- Book a professional cleaner**

Arrange for a professional cleaner and check the move-in inventory to ensure the property is left in good order and the same condition as when you first occupied the property.
- Take down any fitted items**

This includes any fixtures or fittings that you are taking with you such as shelving and pictures.
- Start using up any frozen food**

Start clearing out your fridge and freezer and buy small supplies until you move. Defrost and clean the fridge/freezer a day or two before you move out.
- Cancel deliveries and return any borrowed items e.g. library books, DVDs, etc.**
- Make arrangements if you have children or pets**

Prepare to make arrangements for someone to look after your child or pet during the move.
- Finalise arrangements with removal company (if applicable)**

Confirm arrival times and make sure the removal company has directions to your new address. Ensure the removal company has access to your new home and has arranged for permission to park outside the property if necessary.

## Step 6: Moving out on the big day

- Ensure everything is packed and ready to go**

This includes bed sheets, duvets etc. Don't forget to set aside any items that you're taking with you so that they don't get loaded on the van by mistake.
- Disconnect everything from your old property and record meter readings**

Write down your meter readings and inform your utility companies.
- Final Checks**

Check all windows are closed and doors are locked. Before leaving, check you haven't left anything behind.
- Return all keys to estate agent or landlord**

Hand in all sets of keys back to the estate agent or landlord.
- Collect keys for your new property from our City Quays branch office**