

Moving Checklist

Don't forget!

Here is a handy checklist of the people, places and organisations you will need to notify of your house move. As well as the usual ones like meter readings there are also many other electronic devices, subscriptions, and service arrangements that have to be dealt with. This is not intended to be an exhaustive list and, in addition to the items below, you will probably have various personal matters where you need to inform someone of your move.

This is not something that is part of the conveyancing process and as a result we are not involved in getting this data or passing it on. You must arrange it with your buyer and seller direct. Don't expect that buyers or sellers will automatically give you this information - you need to ask for it and make sure that you get it. Most people are co-operative and helpful when you raise the subject with them.

If you own other property you will need to change the registered address for service of any notice by Land Registry. We can help you with this

Utilities and Services

- | | |
|--|--|
| <input type="checkbox"/> Electricity meter readings and notify suppliers | <input type="checkbox"/> Solar panel meter readings and notify supplier |
| <input type="checkbox"/> Gas meter readings and notify suppliers | <input type="checkbox"/> Notify local authority for Council Tax & Electoral Roll |
| <input type="checkbox"/> Water meter readings (in some cases) | <input type="checkbox"/> Notify Sky, Virgin, Netflix & other TV provider |
| <input type="checkbox"/> Notify TV licensing of change of address | <input type="checkbox"/> Notify land-line, mobile and broadband providers |

Online services

Don't forget that many online services will need to be notified of your change of address, especially for billing and delivery of goods or services. You wouldn't want to have to go and collect pizzas delivered to your old address!

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|--|--|
| <input type="checkbox"/> Redirect post to your new address, | <input type="checkbox"/> Magazine and newspaper delivery addresses |
| <input type="checkbox"/> Amazon, e-Bay, PayPal and other goods delivery services | <input type="checkbox"/> Store loyalty cards and online shopping details |
| <input type="checkbox"/> Just Eat, Ocado, Tesco, Asda, etc. delivery addresses | <input type="checkbox"/> Alexa/Apple /Google Home Pod home address |
| <input type="checkbox"/> Apple/Google 'Home' address in Maps, & car satnavs | <input type="checkbox"/> Alarm codes and manuals, passwords. , etc. |

Financial and insurance

Don't forget that it will often be a condition of any insurance policies that you keep the company updated on any changes of address. Failing to do this might mean they deny any claims you make under the policies.

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|--|--|
| <input type="checkbox"/> Banks, savings, investments, premium bonds, etc. | <input type="checkbox"/> HMRC (income tax and other tax issues) |
| <input type="checkbox"/> Life, home, contents, car, bike, and pet insurers | <input type="checkbox"/> Your Pension providers |
| <input type="checkbox"/> DVLA for your Driving Licence and your Car V5 | <input type="checkbox"/> Personal loan and credit card providers |
| <input type="checkbox"/> GP, dentist, and other medical services | <input type="checkbox"/> Your employer |
| <input type="checkbox"/> Gyms, golf & social clubs and other subscriptions | <input type="checkbox"/> Your accountant or book-keeper |



Keys, electronic key fobs and controllers

First of all, make sure you have all the keys or key pad codes or padlock combination codes to all the locks, padlocks, doors and windows. It is helpful if you label them all clearly for your buyer, and also ask the sellers of the property you are buying to do the same for you.

If there are electronic gates or garage doors you will need to give your buyer the hand-held controllers or electronic key fobs to activate them, along with the manuals and codes needed. Likewise if you are buying a property with these features you will need to get these from the sellers.

If the property has a shared bin store, rubbish chute, garage or parking or gated area, or a shared garden or similar you need to give your buyer all padlock codes, gate codes, electronic key fobs or similar that are needed to get access to these items.

Alarms & video door bells or similar

These days many houses have complex alarm codes, installation instructions, engineer codes, guarantees, and so on. You will need to pass this information on to your buyer and you also need to make sure that your seller gives you the essential data on your purchase property.

For example, often with burglar alarms you will want to get not only password to set and unset the alarm and the user manuals, but also the passwords, installation instructions, name of any installer and details of any maintenance contract in case you want to take this over. In particular you will want to know the 'engineer code' that you will need so you can to change the passwords or alarm codes once you have moved in.

Fridges, freezers, cookers, oven hobs, electronic devices, cameras, media players, etc.

If you are buying or taking over any kitchen equipment, TV or media devices installed in the property you will also need all the the user manuals, installation instructions, name of the installer, details of any guarantees or service contracts. Again you might need any passwords, codes and 'engineers codes' that might be needed to make important changes to the systems.

Boiler and central heating controls

Likewise your buyer will need the heating control instructions, installation instructions, guarantees, maintenance contracts, and so on. Some houses also have Hive or Nest electronic or wi-fi controllers for the boiler or thermostat or 'smart thermostats'. These may be linked to the seller's online user account, and you will need the passwords for that or to set a new account in your new name as the new owner of the house.

Refuse collection arrangements

Many local authorities have strict controls over segregation and disposal of domestic waste. As well as knowing the different refuse collection dates for different types of waste, you need to know what bins or other waste containers are needed and what type of waste goes in each one.

Local tradesmen

Unless you are happy to do DIY you might find it useful to know the contact details for any local plumber, electrician, odd-job man, gardener, window cleaner, grass cutter, tree surgeon and similar tradesman that the seller has used. This is going to be especially useful if you are moving to a new area and don't know who to contact if you need work done.

Also, if the tradesman concerned may have worked on the house before they will be better able to help you deal with any alterations you have in mind.

The Society of Licensed Conveyancers

