

checklist...

Print and tick each company as you give them your new details.

keys	Tick
Old House	
New House	
Garage/Greenhouse, Shed	

Important Details	Telephone, Fax, Email	Tick
Vendor		
Buyer		
Solicitor		
Estate Agent		
Lender		
Others		

Financial	Ref No/Account No	Telephone	Tick
Bank			
Building Society			
Home Insurance			
Credit Cards			
Loan Agreements			
Pension			
Life Policies			
Employer			
HM Revenue & Customs			
National Insurance			
Others			

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Services	Ref No/Account No	Telephone	Tick
Electoral Register			
Council Tax			
Gas			
Telephone Land Line			
Electric			
Mobile			
Cable/Satellite			
Internet			
TV License		0870 242 3349	
Water			
Post Office Redirection			

Motoring	Ref No/Account No	Telephone	Tick
Car Registration - DVLA		0870 240 0010	
Vehicle Insurance			
Driving License - DVLA		0780 240 0009	

Medical	Ref No/Account No	Telephone	Tick
Doctor			
Dentist			
Optician			
Private Health			
Other			

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Others	Ref No/Account No	Telephone	Tick
Schools/Colleges			
Gym			
Golf Club			
Other Memberships			
Landlord			
Milkman			
Window Cleaner			
Newspapers			
Gardener			
Others			

Final Preparations

Send out "Change of Address" cards.

Do you know where the meters and stopcock are in the new house? If not ask!

Have you told the buyers where your meters and stopcock are?

Do you know how to use the boiler?

Defrost Fridges and Freezers.

Take meter readings (Gas, Electric, Water).

Clean your house or arrange for a professional cleaning company to come in.

Remove all keys for locks, doors, window keys etc.