

Moving Checklist

Removals	As soon as you have a definite moving date, please inform the removal firm you have chosen so that your move can be provisionally booked. On exchange of contracts, confirm the provisional booking you have made.
Bank/Building Society	Notify your bank of your change of address and consider transferring your account to a branch nearer your new home. Don't forget any items that are kept by the bank for safekeeping.
Credit/Store cards	Fill in the change of address section of your statement and return it with your payment.
Doctor/Dentist/Optician	Notify each of your new address and also your hospital if you are undergoing regular treatment
Driving Licence	Complete section 1 on your licence and return to the DVLC, Swansea SA99 1BN
Electricity	For details of electricity supply companies please refer to the local telephone directory.
Gas	For details of gas supply companies please refer to the local telephone directory.
Hire-purchase / Rental agreements	Inform any companies with whom you have agreements
Inland Revenue	Notify your tax office quoting your tax reference number (this can be found on your pay-slip/P60/coding notification)
Insurances	Notify your broker or insurance company of your new address for each policy you hold (life, motor, contents)
Keys	Hand all sets of keys to the agent on vacating unless other arrangements have been made
Milk/Papers	Make sure you settle all outstanding accounts and cancel supplies.
Motor vehicle registration	Send the change of address section of your Vehicle Registration Document to the DVLC, Swansea SA99 1BN
Employer	Notify your change of address
National Insurance/DSS	Write to the DSS at Central records Office, Newcastle upon Tyne, NE98 1YX giving your full name, date of birth and full national insurance number
Pets	Consider booking your pets into a kennel or cattery. Notify your vet.
Post Office	The Post Office prefers to have 7 days notice for the redirection of mail. Use form P944. To avoid junk mail consider registering with the Mailing Preference Service, 5 Reef House, Plantation Wharf, London SW11 3UF which operates a scheme to prevent you receiving unsolicited mail for 5 years. Call them on 0845 307 7707 or visit www.mpsonline.org.uk
Council Tax	Contact the local council to notify your move.
Schools	Notify the school of your child's leaving date if you are also changing schools: otherwise notify the school of your new address and telephone number if appropriate
Standing orders	Give your new address to companies to whom you pay standing orders
Stocks and shares	Notify your stock-broker or each individual company registrar
Subscriptions	Notify all organisations/publications/clubs/professional bodies/motoring organisations to which you subscribe
Telephone	For BT call customer services on 150. For mobile operators call the number given on your last account. You can curtail unsolicited telephone calls by ringing 0800 398893 and asking to register with the telephone preference service.
TV Licence	Fill in the change of address part of your existing licence
Water	For details of water supply companies please refer to your local telephone directory.