

ALAN J BAILLIE

Solicitors & Estate Agents

The key to a successful move is planning! Below is a six-week planner designed for **moving home**, this is a guide to help you create a step-by-step plan for each phase of your move.

You will find that your plan will be an effective tool to ensure a stress free house move.



Six Weeks Before Moving Day

If you are employed by a company that offers a re-location package then learn as much as you can about it to ensure you get the best from it.

Find out about **schools in your location**.

If your considering using a **removal firm** to handle your belongings call a selections for cost estimates.

Contact David Russell of Alan J Baillie to arrange the survey of your property and place your existing home (if you have one) on the market.

Make an appointment with Alan J Baillie to speak with Brian Webster. Brian will help you get the **best mortgage deal** for your circumstances.

Get a mortgage acceptance 'In Principal'.

Five Weeks Before Moving Day

If you will need childcare in your new location, start looking into this now.

Involve your family in planning the move.

Choose your **removal company**, if applicable.

Update your address book of friends and relatives.

Make a list of people you need to notify.

Begin sorting out those items you do not plan to move.

Look into the possibility of getting involved in a car boot sale.

By this time you should have chosen your new home.

Confirm your house financing arrangements; Alan J Baillie will help you set a tentative closing date for the sale of your existing house.

Four Weeks Before Moving Day

Check the school arrangements and enrollment requirements.

Speak to Brian Webster at Alan J Baillie to arrange Insurance for your new home.

Plan how you will arrange **furniture** in your new residence and make a list of things you will need to buy.

Buy your new house.

Arrange with **Royal Mail** for forwarding of your mail.

Obtain names, phone numbers, and requirements, such as deposits, for utility companies.

Arrange for transfer of school records if this is required.

Three Weeks Before Moving Day

Schedule pickup and delivery dates with your removal firm, if this has not been done already, and arrange **storage facilities** if required.

Sort belongings into those you will dispose of, those you will take with you, and those being transported by the removal company.

Take care with high-value items. Check that they are covered by your existing insurance.

Make your travel arrangements.

Take unwanted items to your 'car boot sale' or **donate to charity**.

Verify your schedules with Alan J Baillie, landlords or arrange interim housing if needed.

Send out change of address cards to friends and relatives.

Gather personal records from doctors, lawyers, accountants, schools, religions institutions where appropriate.

Two Weeks Before Moving Day

Notify current utilities (gas, phone, electric, water, cable television) of disconnect dates and forwarding address.

Contact new utilities to tell them when to commence service.

Notify your credit card companies of change of address.

Plan where to spend your last night if you are moving a long distance.

Transfer bank accounts.

Notify your stockbroker or investment counsellor if appropriate.

Settle any outstanding bills.

Obtain veterinary records and licences, get new tags if needed, and arrange for **pet transportation**.

Reconfirm with the removal firm dates for packing, pick-up and delivery.

One Week Before Moving Day

Drain fuels from your power equipment such as lawn mowers for safety.

Cancel special deliveries and services such as newspapers etc.. as of moving day.

Arrange for someone to help watch children on moving date.

Order newspaper subscription for your new address if possible.

Defrost freezer; before moving get rid of perishable food you won't eat.

Two Days Before Moving Day

Prepare your plants for shipping or give them to a loving home.

If you are driving, have your car serviced.

One Day Before Moving Day

Pack your luggage and anything you are taking with you.

Use only those household items you absolutely need—anything else should be ready to go.

Moving Day

Before the removal firm leaves, check through the house, including the attic, to make sure nothing was missed.

Stay overnight in a **hotel** or with friends or family, and leave next morning fresh for your new home.

Enjoy your new home!