

CHARTERHOUSE Removals & Storage

Dedicated to providing excellent service for 21 years

Wirral: 0151 641 9370

Chester: 01244 343 315

Mob: 07887 986 586

4 weeks prior to moving

- If your employer is transferring you, check what your company relocation policy covers and for what you will be responsible.
- Ring to arrange for removal quotations, making sure liability for loss or damage is accepted by the movers.
- Establish a file to keep together all letters, quotations, etc. from estate agents, solicitors and removers.
- Notify your utility companies.
- Pick up a change of address form from your Post Office if you wish to redirect your mail after your move.
- Update your address book of friends, relatives and any other contacts.
- No need to save newspapers for packing as we supply your packing paper.
- We offer packing cases on a free loan basis.
- Take the opportunity to clear out unwanted items and reduce the clutter in your new home. In many cases if you have not used something in the past three years you probably never will. Consider a car boot sale, recycling centres or donations to charity shops.

3 weeks prior to moving

- If you intend to pack yourselves now is the time to start, kitchens in particular, take time to pack.
- Request Charterhouse Removals to deliver boxes and tape.
- Arrange transfer of insurance to cover your new home.
- If necessary have curtains and carpets cleaned.
- If you are moving further a field, make travel plans.
- Make a list of the telephone numbers of tradesmen you have used over the years and keep this handy.

2 weeks prior to moving

- You should now have a provisional date for your move.
- Check all gas and electric appliances as to relocation to your new home. We do NOT disconnect ovens. They have to be done by registered tradesmen.
- Make arrangements for child or pet care on your moving day.
- Start running down the contents of your freezer.
- Gather all personal records: Doctors, Dentists, Schools
- Cancel deliveries and services such as newspapers and milk.
- If you are moving long distance, have your car serviced.

1 week prior to moving

- Check and confirm the booking and arrival time with the removal company.
- Make arrangements to pay for your move. For local removals we accept payment on completion of the move. For long distance moves we will require payment in advance.
- Collect together any items that removal firms should not move, such as gas canisters, petrol cans etc.
- If you are moving satellite dishes or aerial, arrange for them to be taken down and put up at your new home. This is commonly done on the same day as your move.
- Clean and drain fuel from lawn mowers, strimmers, etc. Return any borrowed items.

Day before you move

- Finish last minute packing. Leave out only those items you absolutely have to, all other items should be packed.
- Gather together the basic items you need to make the first day in your home comfortable. Pack these items in separate boxes and label them clearly so that you can recognise them as they come off the removal lorry. Items such as light bulbs, bin bags, extension cords, toolkit, torch, dusters, cleaning products, cups, utensils, soap and towels, can opener, paper towels, kettle, etc.
- Defrost freezer and dry thoroughly.
- Separate items to travel with you - cash, jewellery and valuables. Keep remote controls with you and method of payment, cheque book etc. Place them in a secure area where they will not get mixed up with the items to be loaded on the removal lorry. Prepare labels for the doors of your new home to correspond with labels on the removal boxes.
- If parking may be a problem (our lorries go up to 35ft) ask for you neighbours help in leaving a space for us to park.
- Items that are in your loft need to be brought down.

NB Every effort has been made to make this guide as comprehensive as possible, we leave it to you to decide what applies to your particular circumstances.

Day of your move

- Our removal team will arrive at the agreed time. On a local move (15 mile radius) this is usually 8.30 - 9.00am.
- The team will introduce themselves to you. Please give them a guided tour of the property, including garages, sheds, conservatory and garden. Please label any items that are NOT to be removed and point them out.
- We normally allow 3½ hours to complete the loading of the vehicle and will staff accordingly. This allows the purchaser of your house access at midday, giving them plenty of time to move in. Most removal firms aim for similar timings and as long as the keys are released, we should be able to start unloading at 1.00pm. Unloading takes a further 3.5 hours, including unwrapping of any furniture etc.
- All your effects will be placed in the room of your choice (except lofts). All boxes will be left for you to unpack at your leisure.
- Outside plants are the last thing to be loaded. Prior to the move these should be collected together, under cover if possible (to avoid water in the removal lorry). Plants you dig up should be placed in a strong plastic bin bag and the bag tied securely round the stem of the plant.
- Phone gas and electric companies and give final meter readings.
- Keep important documents and keys handy.
- Confirm your new address and contact numbers with the team and exchange mobile numbers.
- Lock all doors and windows and turn off any switches.
- Before the removers leave, check through the house with the team leader to make sure that nothing has been missed - check loft, cupboards, drawers, etc.
- Lock all doors

NB Every move is different in some respect, on his visit, our company representative will advise you on any difficult or unusual aspect of your move to ensure a trouble free moving day.