

Your Moving Checklist



Plan early. Pack safely. Be ready when our team arrives.



BOOKING & MOVING PLANS

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| ☐ Confirm the move date and both property addresses.
☐ Return your documents and make payment as agreed.
☐ Confirm insurance and your declared value.
☐ Give us the best mobile number for moving day.
☐ Tell us immediately if the move inventory changes. | ☐ Tell us about stairs, lifts or restricted access.
☐ Arrange parking or permits at both properties.
☐ Plan key collection, completion and handover times.
☐ Measure large furniture and doorways at your new home.
☐ Plan where large furniture will go at the new property. |
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ADDRESS, SERVICES & ADMIN

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| ☐ Arrange final meter readings and utility changes.
☐ Update council tax and the electoral register.
☐ Update banks, credit providers, insurers and pensions.
☐ Tell employers, schools, nursery and important contacts.
☐ Notify your GP, dentist, optician and vet. | ☐ Update the DVLA, vehicle insurer and TV Licence.
☐ Arrange Royal Mail redirection in good time.
☐ Transfer or cancel broadband and phone services.
☐ Update subscriptions, rentals and regular deliveries.
☐ Keep confirmations and important contact numbers together. |
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PACKING & PREPARATION

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| ☐ Donate, sell or dispose of anything you do not want to move.
☐ Start reducing the contents of your freezer.
☐ Clear the loft, garage, shed and all storage areas.
☐ Pack every loose and small item into a suitable box.
☐ Empty cupboards, drawers and shelves unless agreed otherwise.
☐ Use strong boxes that can be stacked safely.
☐ Keep boxes to a safe lifting weight and do not overfill them.
☐ Seal every box securely with tape across the top and bottom. | ☐ Label each box with its room and a brief description.
☐ Clearly mark fragile boxes and wrap breakables individually.
☐ Pack books and other heavy items into smaller boxes.
☐ Secure lids on liquids and keep them upright where possible.
☐ Disconnect, bundle and label TV and equipment cables.
☐ Protect pictures, mirrors and other delicate items.
☐ Clean and group garden tools and outdoor equipment.
☐ Keep jewellery, medication, documents and valuables with you. |
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DO NOT LEAVE PACKING UNTIL MOVING MORNING

Anything not packed, sealed and ready may not be moved on the day.

Questions? Please contact us before your move day.



Quicksilver Moving & Storage
 move@quicksilverthemover.com

0191 264 6677

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Final Checks



The last checks that keep moving day organised and on time.



✓ ONE WEEK BEFORE

- ☐ Reconfirm the moving date, arrival details and contact numbers.
- ☐ Check parking arrangements at both properties.
- ☐ Arrange carpet fitters, cleaners or other trades if required.
- ☐ Arrange care for children and pets during the move.
- ☐ Dismantle furniture unless this service is included in your quotation.
- ☐ Take down curtains, blinds and fittings that are moving with you.
- ☐ Collect and label every set of property keys.
- ☐ Make a simple room plan for the new property if helpful.
- ☐ Prepare an essentials box for your first night.
- ☐ Keep basic refreshments and drinking water available.

✓ DAY BEFORE: FULLY PACKED & READY

- ☐ All loose and small items are fully packed - nothing is left on display.
- ☐ Cupboards, drawers, wardrobes, shelves and appliances are empty.
- ☐ Every box is closed, sealed top and bottom, and clearly labelled.
- ☐ Fragile items are wrapped and separated from heavy items.
- ☐ The goods being moved match the inventory used for your quotation.
- ☐ Anything not being moved is clearly separated and labelled.
- ☐ Fridges and freezers are empty, defrosted, dry and ready to move.
- ☐ Washing machines and dishwashers are disconnected and drained.
- ☐ Other appliances are disconnected, cool, clean and dry.
- ☐ Hallways, stairs and access routes are clear and safe.
- ☐ Outdoor items are clean, dry and ready for transport.
- ☐ Contact us now if you will not be completely ready.

✓ MOVING DAY

- ☐ Keep your mobile phone switched on and within reach.
- ☐ Keep valuables, medication and important documents with you.
- ☐ Show the team anything needing special care before loading starts.
- ☐ Direct the team to items that are not being moved.
- ☐ Complete a final check of every room, cupboard, loft, garage and shed.
- ☐ Photograph final meter readings if required.
- ☐ Keep keys and property handover information safe.
- ☐ Check nothing is left behind before the vehicle departs.



NOT FULLY READY?

Please call us immediately on 0191 264 6677 so we can discuss the available options.

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