

## The moving count down

Being organised makes your move easier, if you give yourself time to prepare you will not be overwhelmed by the many tasks required when moving.

The countdown list we have prepared below will aid you with your preparations.

### 4 weeks before the closing date

|    |   |  |
|----|---|--|
| 1. | Get quotes from the removal van companies   |  |
| 2. | Contact Aguas y servicios and sevillana giving the name of the new resident and the moving date, the account will be transferred into their name. You will take a reading on the day of moving. |  |
| 3. | Notify your phone provider of when you want your phone to be read and account closed.   |  |
| 4. | If renting, confirm written notice with the landlord  |  |
| 5. | Start collecting boxes and packing cases, make sure home contents insurance covers you for the move.  |  |
| 6. | Arrange post to be redirected – forms available at the post office.   |  |
| 7. | Follow the contacts list to ensure everyone is notified in time for the move – e.g. the bank, life insurance and home insurance may need written notice.  |  |

### 1 week before closing date

|    |   |  |
|----|---|--|
| 1. | Confirm date and time with removal company  |  |
| 2. | Settle paper and milk bills   |  |
| 3. | Arrange care for your pets on moving day  |  |
| 4. | Defrost fridge  |  |
| 5. | Turn freezer to minimum   |  |
| 6. | Send change of address cards  |  |
| 7. | Start packing   |  |
| 8. | Start cleaning out the kitchen presses, packing away items that are not often used. |  |

**1 day before closing date**

|    |   |  |
|----|---|--|
| 1. | Finish packing everything but overnight essentials (see survival pack list)         |  |
| 2. | Put down dust or plastic sheets to protect carpets in hall.                         |  |
| 3. | Make sure you have cash, keep credit cards and cheque book handy                    |  |
| 4. | Put valuables and documents in a safe place   |  |
| 5. | Clean the house, leaving it as you would like to find it.                           |  |
| 6. | Send change of address cards  |  |
| 7. | Start packing   |  |
| 8. | Start cleaning out the kitchen presses, packing away items that are not often used. |  |