

Moving Checklist

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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/ Stocks and Shares	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 License	Complete section 1 on your licence and return to the DVLA, Swansea SA99 1BN DVLA website: https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency	
Utilities	For details of your utility (electricity / gas / water) companies details: please refer to the local telephone directory.	
Hire purchase/ Rental Agreements	Inform any companies with whom you have agreements	
HMRC	Notify your tax office quoting your tax reference number(this can be found on your pay-slip/P60) HMRC website: http://www.hmrc.gov.uk/	
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.	
DVLA	Send the change of address section of your Vehicle Registration Document to the DVLA, Swansea SA99 1BN	
DWP	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	
Employer	Notify your HR Officer / Payroll Manager of your change of address	
Pets	Consider booking your pets into a kennel or cattery. Notify your vet and the organisation who manage details about your pets microchip so your pets address details are uptodate	
Post Office	Send Post Office form P944.(7 days prior to moving). To avoid junk mail consider registering Mailing Preferences Service, their central contact number is 0845 307 7707, their website is: www.mpsonline.org.uk	
Council	Contact your local council to notify them of your move and cancel your standing order for Council Tax.	
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	
Subscriptions	Notify all organisations/publications/clubs/professional bodies/motoring organisations to which you subscribe	
Telephone	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.	
TV License	Fill in the change of address part of your existing licence	

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