

Your guide and checklist to

# Moving home

2018 - 2019



# Moving home

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## Moving home checklist

There is a lot to remember and put in place before and after you move. We have put together a checklist to help you prepare.

- If you are renting get in touch with your landlord once your moving date has been confirmed and give notice.
- Make sure you have the funds available for rent in advance that you will need to pay; this can be up to four weeks' rent.
- Label relevant keys (of the property you are leaving) ready for the last day and arrange a time with your landlord to hand over the keys. If you are currently a Magna Housing tenant, this will have been arranged with the lettings officer at the pre-termination inspection.
- Disconnect appliances such as washing machines, TV's etc. and make safe for moving. Ensure that your cooker is disconnected by a qualified electrician and/or gas-safe engineer.
- Inform your telephone/internet provider and see if you can transfer your current provider to your new address.
- Complete the post office mail redirection form which can be done on-line at [www.royalmail.com](http://www.royalmail.com) or by collecting a form from your local post office.
- Contact your local authority, advise them of your new address and ask for a statement on your council tax, you may receive a refund. They will tell you who your new local authority is.
- Inform your car and household insurance firms of your new address. If you have no contents insurance, Magna Housing strongly advise that you arrange this to protect your household items.

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- ❑ Contact organisations such as the DVLA, HMRC, DWP, TV Licensing, banks, building societies, mobile phone providers and credit/store cards companies etc. advising them of your new address.
  - ❑ On the day you move contact your water, gas and electric suppliers to inform them you are moving and the current meter readings. This is important as there may be a credit on your account. You can see if you can transfer your current provider to your new address.
  - ❑ If this is your first home think about all of the essential items and furniture that you need.

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## Handy tips which may come in useful...

### In the weeks before you move:

- Think about whether to move yourself or use removers. Can you ask friends or family to help?
- Think about throwing away/car booting/auctioning off any unwanted possessions, so you don't have to move more items than necessary.
- Order packing cases/collect boxes.
- Start packing items that you don't use every day.
- Book the days needed off work.

### Last few days before you move:

- Finish off packing items and clearly label boxes.
- Make sure you organise a vital supplies box – snacks, first aid kit, tea, coffee, sugar, kettle, mugs, loo rolls, light bulbs, cleaning stuff.
- Empty fridge/defrost freezer leaving last minute supplies.
- If friends and family are helping you move, give them a call and make sure they are still available.
- Plan what to do with all valuables e.g. jewellery, cash/credit cards etc...
- Arrange a safe place for your pets to go while you move so they can't run off.

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## **What can I find out online?**

www.magna.org.uk contains help, advice and information on the association. If you are unable to get online, speak to your housing officer about getting printed copies.

The tenant handbook contains information about your tenancy, your home, paying for your rent/service charge and who to contact. The tenants handbook can be viewed online at: [www.magna.org.uk/my-home/my-tenancy/tenant-handbook/](http://www.magna.org.uk/my-home/my-tenancy/tenant-handbook/)

## **Can I have a pet at the property?**

With our permission provided the property is suitable and there are no agreements on the property preventing you from keeping pets. You can view our pet policy online: [www.magna.org.uk/my-home/my-tenancy/tenant-handbook/](http://www.magna.org.uk/my-home/my-tenancy/tenant-handbook/)

## **Can I fit a cat flap?**

Not in doors, for houses or ground floor flats it may be possible to fit one into a window.

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## The suppliers

### New build properties

Please find attached information about the suppliers.

### Properties that are not newly built

It's easy to find out who supplies energy to your home. Just call:

Gas - 0870 6081524 or 0845 8351111

Electric - 0845 6012989

You will need to ring the provider and explain the date you moved into the property. The provider will ask you for the meter reading and arrange your new payment plan.

# Aftercare

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When you move in, you may want help understanding the features of your home. There will be information on how to use your utilities, appliances, heating and contact details to report aftercare matters.

You can also look at your handbook on our website [www.magna.org.uk](http://www.magna.org.uk)

## Help and advice

If you have any questions, need help understanding this leaflet or would like it in another format, for example in large print or on audio CD, contact us.

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