

MOVING HOUSE

Countdown Checklist

Moving home can be a stressful experience, but this guide will help make the process much easier.

Once the confirmed moving date is known, work begins about **six weeks** in advance.

The Residential Property Manager will secure the removal company and arrange for the removal company to pack your belongings. However, it is important that the years of accumulated things you own have been reviewed, as you are moving from a presbytery to much smaller accommodation: you will not be able to bring everything with you.

Choosing to throw away, donate or recycle some of your items can be hard – but remember how much space you will have in your new home. There may be items you want to save, but you won't have room for. Consider if family members or friends might like them if they are of sentimental value.

Once you have moved house, the Clergy Welfare Officer will visit after a few days, to help you set up the Doctor, Dentist, Pharmacy, Chiropody and any other services you need.

Notes:



The Residential Property Manager will also visit and will assist you with setting up your Gas, Electricity, Telephone, Broadband accounts and will notify the Diocese of your water and council tax accounts for payment.

Clergy Welfare and Property Department will confirm moving date	
Have a big clear out	
Receive packing cases and wrap via Residential Property Department if required	
If you have items in a loft, please do not retrieve them yourself : speak to the Residential Property Manager to arrange support with this	

FOUR WEEKS AHEAD OF MOVE	
Start emptying garage and garden sheds - get rid of what you don't want.	
Start putting all the items you wish to take into one room, so that the packers know what to pack – Pictures, books etc.	
Study – begin clearing out non-essential paperwork.	
Notes:	
THREE WEEKS AHEAD OF MOVE	
Serious packing starts now begin putting things in one room	
Contact companies on attached list that you are moving	
Lounge – books, pictures, artwork, ornaments	
Dining room – crockery, pictures, glasses, bottles	
Study – books, paperwork etc	
Kitchen - throw away out of date food, tins, sauces, herbs, etc.	
Notes:	
Two Weeks Ahead of Move	
Send out change of address cards to friends and family. Address can be "c/o The Bishop's Office, The St Philip Howard Centre", if preferred.	
Begin running down freezer	
Notes:	

One Week Ahead of Move	
Pack personal items from Sacristy	
Linen cupboard – keep one set of bed linen/ towels available	
Pack non-perishable foods	
Pack non-essential kitchen items	
Notes:	
Time Days Aller Doe More	
Two Days Ahead of Move	
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Moving Day - Box	OF	ESSENTIALS	
Kettle			
Milk			
Tea/Coffee/Sugar			
Mugs and spoon			
Biscuits			
Phone charger			
Pet food			
Washing up liquid			
Towels			
Fresh bed linen			
Toiletries			
Radio			

Meter Readings - New Property					
Electricity					
Gas					
Water					

FINANCIAL						
	Ref No. / Acc.	Tel. No.	Date	Contact / Ref. No.	Notes	
Bank						
Building Society						
Credit cards						
Loyalty Cards						
Pension Company						
Saving Bonds						
Life Policies						

SERVICES					
	Ref No. / Acc.	Tel. No.	Date	Contact / Ref. No.	Notes
TV Licence					
Cable / SKY TV					
Gas					
Electricity					
Mobile Phone					
Landline / Broadband					

Health					
	Ref No. / Acc.	Tel. No.	Date	Contact / Ref. No.	Notes
Doctor					Register with GP
Dentist					
Pharmacy					
Private Health					

MOTORING

	Ref No. / Acc.	Tel. No.	Date	Contact / Ref. No.	Notes
DVLA					
Car Insurance					
Car Finance Company					
AA / RAC					
Other					

OTHER

	Ref No. / Acc.	Tel. No.	Date	Contact / Ref. No.	Notes
Subscriptions					

CONTACT

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E: Annie.condon@abdiocese.org.uk

Property Department: T: 01293 651145 M: 07774 682923

E: property@abdiocese.org.uk

You can speak to the staff directly 8.30am to 5pm, Mondays to Fridays. The above number is also an out of hours dedicated telephone answering to make it machine easier for you to report any problems you may have with the property and to ask for advice and assistance.