



Notes:

FOUR WEEKS AHEAD OF MOVE

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| 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

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|--|--|
| 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| Kitchen - throw away out of date food, tins, sauces, herbs, etc.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

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| 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

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|--|--|
| 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: | |

TWO DAYS AHEAD OF MOVE

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|------------------------------------|--|
| Empty and defrost fridge freezer | |
| Ensure kitchen cupboards empty | |
| Find all the keys of the property | |
| Unplug and pack TV and sky box | |
| Prepare moving day box (see below) | |
| Notes: | |

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 | | | |
| | | | |
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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 | | | | | |
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CONTACT

Annie Condon - Clergy Welfare Officer: T: 07384 835139

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.

www.abdiocese.org.uk

Registered Charity No.252878