



MACK
PROPERTY

Tenant moving
CHECKLIST



Prior to move in day:

- Order packing materials (boxes and tape etc) and arrange a van or removal company, if you are using one
- Declutter by selling, donating or throwing away items you no longer need
- Start packing non-essential items as soon as a move date has been confirmed
- Ensure all documents such as your tenancy agreement have been signed and final move in funds have been paid two days prior to move in
- Arrange for your mail to be redirected (if applicable)
- Update your address with banks, credit cards, insurance providers, HMRC, electoral register, DVLA (drivers licence and vehicle logbook), subscriptions and memberships
- Start using up food in your freezer, getting ready to defrost your freezer within the week of your move in date
- Arrange Contents and Liability Insurance for your new home
- Thoroughly clean your old home including tidying the garden, ensuring it the property is as per the inventory
- Let the council know you are moving and arrange your new payment of Council Tax
- Box up remaining items and pack an overnight bag with essentials for the first night in your new home



Moving day:

- Move everything from your old home to your new home
- Do a last sweep of the house, ensuring nothing is left and any missed areas have been cleaned
- Make sure rubbish bins have been emptied or are ready for collection
- Take meter readings at your old property, photos are recommended
- Ensure all doors and windows are locked
- Leave a contact address with your old letting agent in case they need to forward you post (if you have redirected, you don't need to do this)
- Sign your move in pack and inventory
- Collect the keys to your new home

After your move:

- Read through your inventory thoroughly within 48 hours and ensure that everything has been detailed in the report
- Take meter readings for your new home
- Keep a copy of your move in pack to hand in case you have any queries about your new tenancy
- Set up a new standing order for your new rent with your bank, cancel previous standing order
- Contact utilities to set up accounts and other bills such as internet
- If you are moving in to a city with parking restrictions, apply for your on-street parking permit



Get in touch with our team today to explore
how Mack Property can support your
property needs.

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