

# Moving Advice

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# Preparing your home for a sale

**The Independent London helpful guide to selling your home in London and moving... with tick box check list at the end**

So you have decided to sell up and move on for usually, major reasons or life decisions. It can be any reason, more room, less room, schools, shops or the dreaded commute, fell in love, fell out of love.

What is true for everyone in your position is that they now have some big decisions to make, all of which can affect the move. A long procession of links in a chain of events to get you to your new avenue.

It is rumored that planning a holiday and moving home are THE two most stressful things that can happen in your life. Both usually involve agents at some level, organization, transport, and often, kids, pets and cars, vans and taxi's but mainly

lots of your lovely hard earned money and hopefully a glass of wine. Unfortunately moving home also involves solicitors and often removal men and a lot less Beaujolais than your average Holiday.

We know everyone has heard the moving horror stories "of mice and strange men" (next door) but we hear lots of lovely, happy stories about seamless transitions from Dulwich to Highgate performed with ease and a smile in the breeze. So we decided to proffer some of our experience and expertise into the fray with a hastily compiled, yet precise, guide to moving. We also added a tick box check-list at the end for the ladies and a good Pub guide for the men (and some of the ladies)



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# 1 A very important decision. How to choose an estate agent?

Unfortunately not all estate agents are created equally and it helps to have a strategy for finding the estate agent that will put you and your interests first. Here are 4 things you can do to help find an estate agent you can trust

- 1. Ask family & friends or search the internet for recommendations** – an endorsement from someone who has actually used the estate agent is a pretty powerful gauge of what kind of customer service standards you can expect from that agent.
- 2. Try [www.allagents.co.uk](http://www.allagents.co.uk) to search for the estate agent by their company name.** This site provides reviews for Agents in most postcodes directly from their customers and will help you to get a feel for the Agents on your shortlist
- 3. Check out an estate agent's social media accounts** – social media is a free form of advertising, so why aren't all estate agents using it? Social media is a very public forum and those estate agents with poor reputations do not want to risk having it exposed. Estate agents who are honest about their services and want to show that they are approachable, knowledgeable and available have embraced social media. Independent London have active facebook and twitter accounts and often post relevant London news, issues and property political posts.
- 4. Get Surfing**  
Using the internet is a great way to comparison

shop at arm's length. Not only can you look at an agent's social media, you can check out their Rightmove and Onthemarket listings as well as their own website. You can get a feel for the quality of their photography and marketing.

## **5. Mind the GAP**

Grammar And Photography At Independent London we are very proud of our photography and our property descriptions, we take time to deliver a carefully considered and informative write up that contains simple phrases and descriptive information regarding location, history and local points of interest, this coupled with spanking good photography & will always show a property in its best light. Our Printable details will always be only two pages and include the floor plan and EPC and photography.

## **6 Look them in the eye**

In the end, nothing beats meeting an agent face to face. That is why we offer free, no obligation valuations. We realise that sometimes your choice of estate agent comes down to who you feel comfortable with. Plain and simple. The choice is yours.

## **7 Fees**

Are you happy with the fee quoted? Independent London are always happy to offer a 1% Sole Agency Sale Fee and we do not compromise on service for the fee.



## 2 What to expect on your valuation

Some Agents are in and out, others park a bus in the drive and monopolize your sofa until the cows come home, or the kids. At Independent London we always send a senior person and usually a director for the important business of valuations, we never send inexperienced or dare I say young Estate Agents, we operate a reverse ageism policy during valuations, the more “experienced” the agent the better.

Appointments at your home should take an hour, which will include a full inspection of your property. During this time we will discuss your own needs, the current market situation, and similar properties within the area. This will help us to advise you on its potential value, anything you can do that will enhance its saleability, we will also recommend as a marketing strategy that will help sell your home.

### **Things to watch out for on a valuation:**

**1.** Does the estate agent appear to have done their homework? They should know what other properties are currently in competition with your home and what properties in the area have recently achieved once sold.

**2.** Is the price recommended by the estate agent backed up by evidence? Beware the over valuation, it is a very crude yet very common tool to win an instruction, simply offer the highest valuation and then tie the vendor into a long sole agency agreement and try to bring the asking price down during the three months sole agency period. But even if you actually manage to sell your home for an inflated price, then your home is in danger of

being down-valued by the mortgage surveyor for the purchaser’s bank. This could mean that you have to find a new buyer or renegotiate. Both situations mean that you will have to adjust your own budget for your onward move. It is best to have an agent who can provide you with evidence of how your property should be priced at the outset because they can then use those same “comparable” properties to back up the sale price when the mortgage lender has the property valued as part of the purchaser’s mortgage valuation. In brief don’t choose an agent based on the highest unsubstantiated valuation. Remember, “all that glitters is not SOLD”

**3.** Finally how does the estate agent make you feel. Trust your instincts here, it may sound a bit fluffy, but did you feel comfortable with the agent? Were they smart, clean, well presented, intelligent, knowledgeable, experienced? Did they allow you to ask all your questions? Could they answer all your questions? Did they listen to you and understand your priorities? Were they on time? It’s hard to be on time in London so this in itself requires effort. When it comes right down to it, if an estate agent does not seem to understand what is important to you, perhaps they are not the right agent for you. Also if they do not come across well to you, why should they fare any better with a potential purchaser?

**4.** Try and meet some of the staff, the sales manager may be a whizz and a font of knowledge but he won’t be doing everything, who answers the phones, who conducts the viewings?



# 3 Prepare for Marketing

## Deep Cleaning

Deep cleaning your house can really add to your home's appeal, as well as enhance the buyer's first impressions. Give your home a top to bottom clean. Make sure windows are washed to let in light and carpets and flooring are deep cleaned. Consider renting a steam cleaner if you have carpeting, particularly if you have pets. It will help to make your home smell and look fresher, giving the impression of a very well kept home. It's always a good idea to give your front door a good clean or even a coat of paint, first impressions matter.

## Declutter

Less is definitely more when it comes to selling your home. Store personal items and pack up everything that isn't absolutely essential. If you find you have things you don't need anymore, consider listing the extra items on Ebay, selling them at a car-boot sale or giving them away to a charity shop. Contact your local council, who may be able to collect large items for you. Not only will the lack of clutter help to sell your home faster, but it will also make moving day easier. An alternative if you just want to clear some space without giving items away, is renting a storage space. They are inexpensive, and can be used to store excess furniture and other personal items.

## DIY

If there are areas in your home that need attention it is best to get them fixed before you start showing your home to potential buyers. These could be the smallest of jobs, such as replacing a light bulb. If you have any large repairs on your home that need fixing – such

as broken roof tiles or a leak – it is advisable to get them fixed straight away and in time for marketing. They could detract from your homes appeal and will not impress buyers.

## To Paint or not to Paint

If your budget allows it, then do it. A fresh coat of paint can make a room look brand new. Try to stick to light neutral colours like whites and creams and stay away from darker colours such as blacks and browns or very bright colours. If the money is tight then maybe freshen up your showcase rooms, Reception, kitchen or master bedroom. Silly as it sounds paint or clean your front door, first impressions and all that.

## Pongs & Songs

Flowers and coffee smell nice, your old runners don't so keep them hidden, a bit of mood music "turned down" won't hurt.

## Maybe not's and forget me not's

Undertaking major renovations?? You might be considering a complete kitchen renovation or adding a bathroom to add value to your home before you put it on the market. However, it might be that you won't see enough return on your investment to make major renovations worthwhile. This is where the knowledge of a local estate agent is helpful. At your valuation we can tell you what buyers in your area are actively looking for and what they are willing to pay for it, so that you don't start ripping down walls and replacing bathroom suites before you find out that it didn't add as much value to your home or maybe your buyer will have plans of their own. Sometimes a vase of fresh flowers can be just as effective at a fraction of the cost.



# 4 Paperwork Aaagh.... Useful Documents & Information

## Checklist of Documents to Collect to Help Your Sale Go Smoothly

Here is a checklist of some of the documents we recommend you provide us with or have on hand: Print this page or tick off each box on your screen

### Building Regulations Certificates

If alterations and extensions have been carried out on your property, it will help your sale to proceed more smoothly if you can show at the outset that these have been added legally and with approval.

Service Charges and Ground Rent Bills – (if you are selling an apartment or flat)

### Energy Performance Certificate

(EPC) - An Energy Performance Certificate (EPC) for a property is a legal requirement. The EPC provides information about a property's energy use and typical energy costs as well as recommendations about how to reduce energy use and save money. An EPC gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and it is valid for 10 years. If your property has been built or bought after August 2007 then it should already have an EPC, you can visit [www.epcregister.com](http://www.epcregister.com) to search for your EPC free of charge. If it doesn't exist then we can arrange to have an EPC produced for you for £90 including VAT. Contact us for more details.

Under the Money Laundering Regulations 2003 estate agents are obliged to obtain evidence of your identity and residence. You will need to provide original copies of one document from

List A and one document from List B to your estate agent.

### List A – Evidence of Identity

Full Valid Passport  
Full Driving Licence  
A Valid Identity Card (HM Forces, Police warrant card, prison officer, Government/ Local Authority issued)  
Birth Certificate/Marriage Certificate  
A firearm or shotgun certificate

### List B – Evidence of Residence

Inland Revenue tax notification, self assessment statement or tax demand  
An original utility bill less than three months old  
An original council tax bill less than three months old  
An original council rent book showing rent paid for the last three months  
An original mortgage statement for the mortgage accounting year just ended  
An original statement for either your current bank or building society account or credit card account.

Also handy are copies of bills are ideal so that potential buyers can estimate running costs.

They could include:

Council Tax bill For Banding

Utility bills, optional

Buildings and Contents Insurance Bills, optional

Service Charges and Ground Rent Bills – this is also optional but our signed terms will require this exact information for marketing details.



# 5 Why photography is sooooo important

## up close and personal, your shop window

We need to really make your home stand out, the internet is now your shop window, the high street only Estate Agents are smartening up or dying off as fees tumble and the internet replaces the shoe leather in property searches.

85% of people in the UK start their property search online and I would hazard a guess that the percentage is higher in London. They say a picture speaks a thousand words and the fact is that if your property has not been photographed properly it will attract fewer buyers.

- Remove any clutter and store it out of sight – for example remove toiletries from around the sink or bath, stow away cleaning products, put small appliances in cupboards, remove or hide anything stored under beds, store children's toys or pet paraphernalia. If you want to go the extra mile to make your home stand out from the crowd, try these tips:

- Fresh flowers look attractive in photograph well and add colour to the photography and can also hide plug sockets or unsightly marks when strategically positioned.
- Freshly plumped cushions on the old sofa and on the bed can add colour and a sense of luxury – they don't cost much so it might be worth investing in some new ones. An attractive new throw may enhance an old chair or bed.
- Fluffy towels in the bathroom create a fresh and inviting atmosphere
- If the grouting in your bathroom has seen better days, give it a once over with a grout reviver product, available at DIY shops. There are lots of simple things you can do to

make your home look good in photographs. You want to make sure the photos of your home do it justice and help the buyer picture themselves living in the space.

- Tuck electrical cords out of the way
- Make sure all curtains and blinds are open to let in the most light
- Ensure your garden is clutter free – stow away children's toys, rubbish bins or washing
- Ideally park your car out of the way (unless it's a Porsche or similar) while exterior shots are taken, if you can't then make sure it is cleaned and presentable.

Move your large bins and recycling pods from outside your home where you can and have a word with your friendly London neighbor's about doing the same for a few minutes while we snap away.

If you are not sure what your home really needs to make the best impression on buyers, please ask us. We look at properties day in and day out and we know what buyers are looking for and what makes a particularly good or bad impression.

When you have decided to put your home on the market with Independent London, one of our trained photographers, or a professional photographer we employ, will arrive at a prearranged time to help you to make sure every room of your home looks its best. No one knows your home better than you do, so we would more than welcome your suggestions for the best angles and advice on features of your home that you feel might be the most appealing to buyers.





# 6 conducting viewings & the First Impressions

On the day of a viewing taking a few simple steps can help to give your potential buyers the best first impression.

Give the front door and access area a clean. This can be helpful in apartments where letters or advertising leaflets are overflowing or apparent.

Make sure the locks on the front door are well oiled and working properly and the Agent has only the CORRECT keys he needs, don't hand him your massive bunch, complete with a miniature Mickey Mouse and your grans shed keys, a bike lock key and your old office keys. An agent shuffling through masses of keys while trying to gain access is not a good use of his time or energies and looks bad.

Tidy up, clear away dishes and sweep the floors or Hoover. Make sure the garden or outside areas are tidy. If you live near a road, clean your balcony handrails.

Make sure all doors to the outside or balconies, terraces are clear to access and have a key in them, near them or with the agent.

Do you have a secure parking space or lock up, buyers may want to see this, even if it is a large rectangular patch of tarmac with a number 28 on it, they may still want to have a look, really. So try and make sure access is readily available.

If you do have a parking space, maybe try to park your car somewhere else, allowing the viewer and agent to use yours. This will add to their experience. Especially when parking is a problem locally.

Leave pets with your friendly London neighbour or family member if possible

Turn on heating during the colder months, especially if you have timers.

Turn your house lights on beforehand particularly when using energy efficient bulbs. These take time to warm up in bathrooms or any rooms without windows.

Air out the house by opening the windows the day before if necessary  
Ensure that you have not smoked or cooked anything with a strong smell prior to a viewing.

Light a scented candle and put a fresh pot of coffee on or plug in an air freshener.

An information sheet compiled by you will help enormously. Do you live near a great market, will your neighbour take a parcel, what council tax band are you in, what are the service charges, what is the best tube stop, 24 hour shop, where are the schools, where should be avoided is helpful and honest, we could even include it in your marketing details.

These small details make a huge difference to a buyer's viewing experience. It all helps, remember in London we are operating in one of the most competitive property markets, not just in the UK but also in the world. It can matter not just what postcode we are operating in, but what end of a street in a postcode. It is so important to make a viewing memorable and eventful for the right reasons.



# 7 All that glitters is not sold! What if your property is not selling?

All that preparation and no offers, perish the thought. If you've been marketing your property for some time and have not yet had any offers, what should you do?

Independent London will be keeping you up-to-date with regular feedback from viewings and the numbers of people viewing your property. We can monitor your listing on property portals such as Rightmove. We can advise on click through rates, CTR's, details downloaded from major websites and give you hard facts based on this data. This should help you to build a picture of what potential viewers are thinking about your property. Maybe mystery shop your agent or run through the portals, see the journey your buyer needs make to arrive at your door.

Information is power as an agent but also as a vendor, so don't cherry pick your facts to suit your purposes, are other properties selling locally in less time.

What is important is Marketing, Grammar and Photography, as always with any sale

or purchase the price is important. Are you aiming too high?

What is your strategy, do you have a strategy. Independent London will advise you of our Sale Strategy as soon as we have agreed a marketing price. Sometimes a low starting or "asking price" will attract a lot of interest and create a situation where the property sells for much higher than the asking price.

## **During your conversations with your estate agent:**

- Ask your agent why they think if it isn't selling, get an opinion. What is the most common objection that the viewers are raising about your property?  
If the objection is something you could correct, then do it.
- Could the marketing for your property be refreshed? Would a premium listing on one of the property portals help?
- Do you need to reduce the price? Price is a very important factor in marketing and it is so important to get it right.



# 8 Offerings What happens when you start receiving offers?

Yippee... When you receive an offer, or even multiple offers, your estate agent can advise you and help you negotiate to make sure you get the best deal and the most reliable buyer for your property.

Selling your home is more than just going with the highest offer. You may want to consider the following:

- Is the buyer paying cash? If so, you won't have to wait for a mortgage approval and there is not the added risk of the property being down-valued.

Independent London will always demand proof of funds such as a bank statement or solicitors letter to qualify cash offers

- Is the buyer using a mortgage, the buyer should already have a mortgage agreed in principle. Independent London will always verify this mortgage offer through the buyer's

mortgage broker. We will also ask for proof of deposit like a bank statement.

- Is the buyer in a "chain"? That is, do they have to sell their own property first in order to purchase yours? Chains can complicate the sales process so first time buyers, investors or those people who don't need to sell their own property to buy will be lower risk.

- Can the buyer work to your timescales? Will the buyer move as quickly as you need? Part of the Independent London service is to "qualify" the buyer by verifying their financial position and financing as well as finding out about their chain situation and timescales. Armed with all this information you will be in the best position to make the right decision for you.



# 9 You've accepted an offer! You need Legal Aid

## Instructing a solicitor

You will need to instruct a solicitor or licensed conveyancer to handle your sale for you. Here's how to go about it:

- 1.** Get quotes from several solicitors. You could ask family or friends for recommendations or Independent London can recommend solicitors that they work with regularly. Independent London will recommend solicitors with whom they have good relationships and who they know will help the sale proceed to completion smoothly. Keep in mind that the cheapest quote is not always your best option. You want to make sure you find a solicitor who will work to your timelines, returns calls and has an excellent customer service record. For instance some solicitors don't like email and prefer a nice letter with a stamp and the two-day breather letters allow, some don't take calls, some don't return calls. Make sure you research your chosen sword, your sale may well depend upon it.
- 2.** Try a review site like <https://www.vouchedfor.co.uk> where you can read reviews about the service others have had from a solicitor
- 3.** Try to find a solicitor who works on a no sale, no fee basis, so that you don't have to pay

anything if the sale falls through.

- 4.** Be clear with your solicitor when you want the sale to exchange and complete so that they work to your timelines. Also make sure that your chosen solicitor is happy to deal directly with your Agent.

Not all people appreciate that one of the most crucial jobs an estate agent undertakes on your behalf is "sales progression" – estate agents will keep in regular contact with your solicitor to ensure your sale is progressing, to provide any outstanding paperwork for the solicitor and to continue to give you feedback on the sale of your home.

This is a time consuming and often frustrating part of our work. It requires patience and most importantly experience.

Prior knowledge of sales and their many twists and turns is invaluable during the process. You will definitely need our support and expertise during this process.

Very often our experience and interest in the successful completion of the sale are the crucial ingredient that holds the many parties together throughout the process.



# 10 The documents you will need to provide for your chosen solicitor

## Fixtures and Fittings

Your solicitor will ask you to do the following:

1. Provide original copies of the ID that you provided for your estate agent to fulfil money laundering requirements.
2. Complete a detailed questionnaire on the property, covering things like who owns the boundaries and whether you have had any disputes with neighbours. You must answer these questions truthfully.
3. Answer any further queries or provide any other requested supporting documents as quickly as possible. It is best to hand deliver these documents or alternatively send them by registered post
4. Complete a fixtures and fittings form. There is no law that specifies what Fittings should be left in your home and what should be removed.

Legally you are not obliged to leave any fixtures and fittings in the house, but you must clarify what will be taken as it could relate to the value of the property; fittings can add up to thousands of pounds in value and will make a big difference to the worth of a property.

If you do not provide an inventory upfront, it is generally assumed that fixtures will be left and fittings will be removed.

Below is a list of items that we recommend for each category:

Fixtures:

- Light fittings
- Boilers and radiators
- Built-in wardrobes
- Bathroom suites

- Kitchen units
- Paintings and mirrors
- Carpets
- Curtains and curtain rails
- Free-standing ovens, fridges, dishwashers and washing machines
- Beds, sofas, other free-standing items
- Lampshades
- Television aerials and satellite dishes

## Exchange of Contracts Completion

Exchange of contracts is the point when signed copies of the contracts are exchanged between the buyer's solicitor and the seller's solicitor. At exchange of contracts the buyer (nor indeed the seller) can pull out of the sale without financial penalty.

A date for completion is usually set for two weeks at least from the day after exchange of contracts to give both parties time to move. However, you can arrange to simultaneously exchange and complete on your property or indeed have a longer period between exchange and completion if your buyer is ready and able to wait.

On the day of completion, your solicitor will call your estate agent to tell them when the buyer's money has arrived so that the keys can be released to the new owner.

When you receive your solicitor's final statement, check it carefully to make sure all is correct and is in line with your original agreement. Your estate agent's fees will be paid by your solicitor from the proceeds of your sale and should be detailed in your solicitor's final statement.



# 11 Our Tips for when “You need to move on”

Once your home is sold, it is time to pack up and get moving. The process can be stressful but here are some tips to make it go more smoothly.

- Use a professional moving firm; do not try to move everything yourself in a rented van. Movers are trained professionals, and will do all of the work for you. Ask us for our recommendations, or ask friends and family what companies they have used in the past.
- Try to avoid moving during the week. These are very busy days, and there will be more traffic on the road.
- Take meter readings on your property the day you move out.
- Ensure that the Royal Mail redirects all of your post.
- It could be some time before you have internet in your new property; download anything you may need for the new home from the internet before you move.
- Leave a note of anything important for the new owners. This can include things like alarm codes, manuals for appliances being left behind, where the water and other meters are, and sockets.

## **The history checklist, who to tell you've left**

All Home Bills  
Banks  
Credit Card Companies  
Council Tax Department, give them the date you moved out also  
Water Company  
Gas Company  
Electricity Company  
Telephone Provider  
Mobile Phone Provider  
Royal Mail, arrange redirect  
Cable/Satellite and Internet Service Providers  
TV/Video Rental Companies TV Licensing  
DVLA

Vehicle Registration  
Vehicle Insurance  
Milkman  
Newsagent  
Doctor  
Dentist  
Memberships and subscriptions

## **The future checklist, who to tell you've arrived**

When you move out, it is best to ensure that you tell everyone about your new address. This will hopefully ensure nothing important goes to the wrong place, and that no one is forgotten, take a look at our checklist below and start

Banks  
Credit Card Companies  
Council Tax Department, give them the date you moved in also  
National Savings and Premium Bonds  
Your Employer  
Insurance Companies  
Pension Companies  
Inland Revenue  
Social Security  
Solicitor  
Magazine or membership subscriptions  
Friends and Relatives  
Newsagent  
Library  
Schools/College  
Doctor  
Dentist  
Optician  
Vet  
Water Company  
Gas Company  
Electricity Company  
Telephone Provider  
Mobile Phone Company



# 12 & to recap we have a very good sale process tick box checklist

## Before your valuation with an estate agent

Check out Rightmove, OntheMarket.com or local websites for idea of marketing prices

Check out nethouseprices.com or houseprices.co.uk for sold prices in your area

Check the reputation and marketing of local estate agents online using [www.allagents.co.uk](http://www.allagents.co.uk) or their social media and the property portals to help you to decide who to invite to carry out a valuation of your home

Clean and de-clutter your home – you can do this after you've instructed your estate agent, but it doesn't hurt to be ready to market as soon as you've found an estate agent that you like

Call your estate agent(s) of choice for your free valuation.

Provide your estate agent with an inventory of fixtures & fittings using our [Fixtures & Fittings guidance](#)

If necessary, arrange for a Domestic Energy Assessor to come to your home to prepare an Energy Performance Certificate, remember to check online first.

Provide your estate agent with all the documents on our [“Checklist of Documents to Collect to Help your Sale Go Smoothly”](#)

Along with your estate agent prepare your home for photography using our [guidance](#)

Agree with your estate agent on the best times

to conduct viewings.

Arrange access, keys, alarm code etc.

Check the description and the floorplan that will be used to market your property for accuracy – any inaccuracies could cause problems later in the process

Instruct your conveyancing solicitor – you can speed up the process of your sale by making sure your solicitor is all ready to proceed the moment you have an acceptable offer on your home. Ask us for referrals.

## After you've accepted an offer on your property

If you haven't found a new home to move into, your search should now begin in earnest, other agents will consider you a better prospect for buying once your own home is under offer with a qualified buyer from Independent London.

Fill out all documents requested by your conveyancing solicitor

Get quotes from 3-4 removals companies

Start working your way through our [“Who to inform” checklist](#) to notify them you are moving





If you have school age children, inform their school in writing of the last day they will be attending

Call your children's new school to confirm their start date Start packing non-essential items

Start collecting packing boxes

## 4-6 weeks before you move

Book your removal company.

Dispose of any items no longer needed. Remember charities, friends and family may appreciate your pre-loved goods. You don't want to pay to move those items.

Remember to sort through garage/ attic / garden shed etc.

Make a note of any precious items that may need special care to move.

Measure the spaces in your new home to ensure your furniture fits – the floor plan provided by your estate agent may help with this

In the kitchen, use up all opened packets and throw out goods past their use-by date.

Start using up food in freezer.

Create a folder for all your moving documents.

Create a folder for any relevant documents to leave behind for the new owners

## 2-3 weeks to moving day

Request a mail redirect from Royal Mail – you can apply up to 3 months in advance but Royal Mail needs a least 5 days notice to arrange a redirection. You can request your redirection online at [www.royalmail.com](http://www.royalmail.com)

Arrange for family, friends to mind children and pets on moving day.

## 1 week to go

Set aside bed linens, towels and toilet roll to be used on the first night

Arrange for a locksmith to meet you at your new property to change the locks on moving day. This is advisable but surprisingly most people don't bother due to the added expense. You can also easily change most type of locks yourself with a little help from you tube and a visit to B&Q

Draw up a plan of each room in your new home with furniture placement for your removal company

Indoor plants should be lightly watered and packed into plastic lined boxes.

Cancel newspaper, milk and other deliveries if applicable.

Remove batteries from battery powered items.

Prepare an 'Essentials' box that contains important items such as remote controls, keys, telephone charger, telephone handset, furniture assembly instructions, the kettle, mugs, teabags and biscuits!

Start to dismantle non-essential furniture

Make arrangements for food and refreshments on moving day – you even may want to request a delivery of groceries online for the end of the day or first thing the following day.

## 2 days away

Add to your 'Essentials' box. Include important medications, first-aid kit, children's favourite toys (especially bedtime friends), toiletries, tea, coffee, kettle, milk, baby needs, children's sleep wear and school needs, work clothes and essentials for the following day. Don't forget the dog's lead, pet food and bowls.

Arrange parking and access for removal van/ vehicles – perhaps ask if neighbours would





mind moving their cars on that day

Make sure your removal company has clear instructions as to your new address and that you've traded mobile phone numbers.

Ascertain access details like alarm codes and find out how you will collect the keys on completion day.

## Move-eve

Defrost, empty, dry out and air your integrated refrigerator.

Leave a welcoming note with all relevant information for the new resident. Remember to include your new address and telephone numbers.

Prepare bags / cartons with all items that you wish to transport yourselves.  
Transport perishable food items in a cooler box.

## The big day

Have plan at hand for furniture placement in new home. Have at hand your "Essentials" box.

Arrange for key collection – you won't be able to pick up the keys until the seller of your new home has confirmed they have received the funds from your solicitor so make sure to figure this into your plans.

Collect all car and house keys, ensure gas and electricity meters have been read and telephone disconnected.

Continue to check house / property for forgotten items as the van is being loaded. Check all windows and doors are secure and utilities are all switched off. Lock house, remember to leave keys as specified.

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Lock house, remember to leave keys as

specified.

## The eagle has landed

Check all utilities are connected and hot water is on and working.

At completion of unloading by movers, check all is to your satisfaction, no scratches, dents or broken glass.

Check that you have all keys and relevant instructions to your new residence. Have locks changed by locksmith you previously arranged or make your own arrangement

Contact your new local council for garbage collection information.

Put the kettle on or open a beer or a bottle of wine and enjoy your first night in your new home! If you can find a cup!!!!

Or find your new "local" with this handy link....

<http://www.fancyapint.com>

## Get in touch if you need our service

We know how easy it is to become overwhelmed by all that selling up and moving on involves. We created this guide to help you to mentally and manually prepare to move and to break the moving process down into manageable steps.

When you are ready to call an estate agent we'd love to help you get where you want to go.

Our London Property Expertise puts you and your needs at the heart of everything we do. Our ethos is customer service driven so why not peruse our reviews  
<http://www.allagents.co.uk/independent-london-estate-agents/>

By now you should have realized that we know our business so why not call for a valuation.



You can Like us on Facebook and Follow us on Twitter @InLondonLtd

You can even stop by and say hello to our central London Office

Our office is located in London Bridge 5/10 minutes walk from Borough or London Bridge tube stations.

Independent London, Studio 1, 197 Long Lane, London, SE1 4PD

Or you can email or call us at  
[info@independentlondon.net](mailto:info@independentlondon.net)  
020 7940 7303