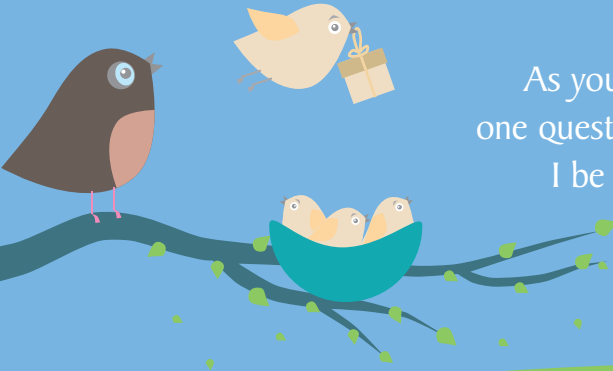


# HANDY HINTS

## For moving your home

As your removal day looms there is one question everyone asks: 'What should I be doing to be fully prepared?'

This guide has been put together to answer this and others. It will help you and our movers to have a smooth and trouble free day and it will also act as a final check list on the day



### Packing

If Hamiltons have quoted for this service, china, glass, ornaments and books can be left in cupboards and on the shelves ready for our movers to pack.

If you have decided to do your own packing then please make sure that the boxes you use are strong enough to stack safely without risk to contents. Make sure that each box is sealed and contents are not protruding.

You should also think of the number of heavy items placed in each box, (a box or tea chest full of books can be impossible to move even by the strongest member of our movers). Use smaller boxes for heavy items such as books or only half fill larger boxes with heavier items and top up with lighter items. Silverware should be packed using acid free tissue paper.



### Clothing, bedding and linen

All clothing on hangers can remain as we provide special garment carriers on the day into which these clothes can be packed. Generally, chest of drawers containing clothes can be moved full - please confirm with your surveyor. All other items of clothing should be packed into suitcases or boxes (as if preparing for holiday). Bedding and linen should be packed into boxes or suitably strong bags, or if crew is packing, beds unmade with bedding folded and laid out ready to be packed.



### Music, DVD and entertainment equipment

All of this type of equipment is best moved in its original boxes. Should you still have a record player in your home the pick up arm of the player should be secured for moving. Audio, TV and HiFi equipment when not packed in original boxes is best done in anti static packaging and securely boxed. This service can be quoted for and provided and should be discussed with surveyor prior to the move.



### Domestic appliances

Our movers are legally forbidden to tamper with gas, electricity and water mains supply. All items connected to these should be disconnected prior to the arrival of our staff, if necessary by a qualified professional. To avoid unpleasant odours, fridges and freezers should be washed out with a strong solution of bicarbonate of soda and hot water, NOT detergent. They should then be dried thoroughly. It is advisable for fridges and freezers to stand for 12 hours before plugging in and switching on to avoid a breakdown due to a system blockage.



### Fixture and fittings

Unless agreed otherwise curtains and blinds should be taken down prior to the arrival of our movers. Pictures and mirrors need to be wrapped in bubblewrap or similar protection and put in to a neat stack. Oil or pastel painting should not come into direct contact with the bubble wrap to avoid possible marking. Do not place them on, or within another item of furniture. Carpets and rugs should be rolled and sealed with tape. Dismantle all self-assembly furniture keeping the fittings safe and marked clearly.



### Food items

Food items cannot be moved into storage. When moving directly from one home to another, care should be taken to ensure that any packets, together with lids or jars and screw tops of bottles are tightly secured or sealed with sellotape. If we have given you a quote to remove the content of a freezer, it should be condensed into the minimum number of large polythene bags, so that the entire content may be lifted out in a few seconds. This will reduce the weight lifting the freezer on and off our lorries and reduce time emptying or refilling the freezer item by item.



### Self assembly furniture

Dismantling and re-erection of self assembly furniture is not covered by Hamiltons standard quotation. We would recommend that these items be dismantled in advance of the removal teams arrival. We can however offer a service to accommodate this, which should be discussed with the surveyor prior to the move.



### Garages and garden sheds

The contents of these should be sorted out well in advance. Discard any rubbish. Tools should be cleaned and bundled together for ease of carrying.

We will NOT move flammable substances, old tins of paint, creosote, paraffin, matches, gas bottles or similar items, moving such items invalidates the insurance cover you may have in place already or have arranged through us. Containers or bottles should be securely sealed with sellotape to prevent spillage



### Lofts & attics

For insurance purposes lofts and attics should be emptied for moving your home and the contents placed in an accessible room. This ensures the crew

can see everything that needs to be moved when they first arrive and prevents anything from being forgotten.



### Access

Access to and from the doorway of your home is critical for our movers and their lorries. Please tell neighbours in advance the date of your removal so

that they are caused the minimum amount of inconvenience, and may move their own vehicles prior to allow access for ours. Please ensure that passageways and stairways inside your house are left clear for our movers.



### Long term storage

Checks are required on domestic appliances which will be stored longer than three months.

Washing machines and dishwashers must be completely drained of surplus waste as damp, mildew and seizure of component parts can take place when these appliances are not used for a length of time, manufacturers transit brackets should be fitted where applicable.

It is advisable to have a full export pack and wrapping service for all effects held in long term storage. Soft goods, linen, upholstery, carpets & rugs should be cleaned and sealed in protective bags. This will help to keep items fresh and avoid any musty odour.



### Important Information (Often forgotten)

Do **not** pack any important documents, particularly passports, driving licenses, household documents and visa where applicable. Should you be moving

abroad or going on holiday whilst your effects are in store these will prove essential! It will prove expensive to open containers to search for driving licenses or passports that are unexpectedly required. Prioritise items for arrival at your new home, kettle cups and a few plates etc. Pack an overnight bag with essentials and toiletries. Remember to collect all keys for your existing home to hand over and make arrangements in advance for keys to be collected for your new home to avoid any unnecessary delays.

Put together a small tool kit with a knife for opening boxes when you arrive at your new home, a few light bulbs may also prove a good idea.

Remember to charge your mobiles and ensure our crew have the numbers so they can keep in contact with you.

### Meter readings

	Old House	New House
Electricity		
Gas		
Water		

## And finally your moving checklist...

- Electricity and Gas Suppliers
- Mobile Telephone
- Landline Telephone
- Water Board
- Broadband Suppliers
- Insurance Companies and Brokers
- Banks
- Building Societies
- Credit Card Companies
- Inland Revenue
- Pension Companies
- Electoral Register
- Council Tax
- Rental Firms
- Schools, Colleges and Universities
- Vets
- Vehicle Registration- DVLA
- Driving License - DVLA
- Clubcards
- Doctor
- Dentist
- Newsagents
- Opticians
- Passport Office
- TV Licence
- Employer
- Investment Accounts
- Post Office – Redirection
- Breakdown Services
- Clubs and Societies Memberships
- Subscriptions
- Friends and Families