Your move, organised.

Work through each stage and tick tasks off as you go. Moving at short notice? Start with your booking, access and essential belongings.

Moving date: _____ Booking reference: _____

As Soon as You Know You're Moving

- ☐ **Request your MNM quotation.** Send your collection and delivery postcodes, likely date and an overview of what needs moving. Tell us which details are still provisional.
- ☐ **Show us your complete load.** Include furniture, cupboard contents and belongings in the loft, garage, shed and garden. Photographs, an inventory or a walkthrough video help us assess the work.
- ☐ **Choose the help you need.** Decide whether you will pack everything yourself or want full-home, selected-room or fragile packing.
- ☐ **Identify furniture needing dismantling.** Send photos of beds, wardrobes, desks or tables you would like taken apart and rebuilt. Mention damage or missing fittings.
- ☐ **Explain access at both properties.** Tell us about stairs, shared lifts, narrow entrances, parking restrictions and long carrying distances.
- ☐ **Check your written quotation.** Review the agreed contents, services, crew, vehicles, payment terms and any applicable additional charges.
- ☐ **Confirm the booking.** An enquiry or survey does not reserve your date. Make sure you have received confirmation of the arrangements.

Two to Four Weeks Before

- ☐ **Sort what you're taking.** Arrange the sale, donation or disposal of unwanted items. Keep anything staying behind clearly separate.
- ☐ **Check larger furniture will fit.** Measure the route into your new home, including doorway widths, staircase turns and lift entrances.
- ☐ **Confirm packing materials.** Check which boxes, wrapping and other supplies MNM will provide before buying extras.
- ☐ **Begin with less-used belongings.** Pack books, ornaments, spare bedding and seasonal clothing you will not need before leaving.
- ☐ **Arrange building access.** Speak to building management about lift reservations, loading bays, permitted hours and shared-area requirements.
- ☐ **Check parking arrangements.** Establish whether permissions or parking suspensions are needed and who will arrange them.
- ☐ **Plan for children and pets.** Organise care or a quiet, secure space away from the carrying routes.
- ☐ **Contact your service providers.** Arrange utility changes and check broadband or telephone installation dates.
- ☐ **Prepare an address-change list.** Use the list further down this page and consider mail redirection.
- ☐ **Arrange storage if required.** Confirm the facility, unit access, rental and collection or delivery arrangements. Do not assume onward transport is included.

One Week Before

- [ ] **Update MNM about changes.** Tell us about extra belongings, additional stops, different access or a change to your proposed date.
- [ ] **Confirm the preparation plan.** Know what you need to pack and what our crew has been booked to handle.
- [ ] **Arrange appliance preparation.** Book appropriate professional disconnection where required. Check manufacturer instructions for draining, defrosting and transport.
- [ ] **Label boxes by destination room.** Add a short description of the contents and clearly identify fragile items.
- [ ] **Keep box weights manageable.** Use smaller cartons for books and other heavy contents. Secure the bases and avoid overfilling.
- [ ] **Flag unusual items.** Tell us about heavy equipment, delicate pieces, valuables, fuels, chemicals or gas cylinders so we can confirm suitable arrangements and what can be carried.
- [ ] **Check insurance information.** Read the relevant limits, exclusions and reporting requirements for transport and any storage.
- [ ] **Organise property cleaning.** Plan around when rooms will be empty and when you must hand over access.
- [ ] **Keep important information together.** Save your quotation, booking confirmation and useful telephone numbers somewhere accessible.

The Day Before

- [ ] **Finish your agreed packing.** If you are falling behind, contact MNM promptly so we can discuss whether additional help is available.
- [ ] **Prepare your appliances.** Empty, drain, clean or defrost them as required. Keep necessary parts and instructions together.
- [ ] **Empty furniture as instructed.** Do not assume wardrobes or drawers can travel loaded.
- [ ] **Label dismantled components.** If you prepare furniture yourself, keep screws and brackets in labelled bags and protect loose parts.
- [ ] **Clear entrances, stairs and hallways.** Remove loose objects and trip hazards from the carrying routes.
- [ ] **Check the latest key arrangements.** Know who is collecting the keys and who will meet the crew at your destination.
- [ ] **Charge your phone.** Save MNM's contact details and keep your charger accessible.
- [ ] **Separate your essentials.** Put your personal bags somewhere they will not accidentally be loaded.

Keep These With You

Pack a bag for the journey and your first night:

- [ ] **Medication and necessary healthcare items.**
- [ ] **Identification, important paperwork and payment cards.**
- [ ] **Keys and property contact details.**
- [ ] **Phone, charger and power bank.**
- [ ] **Toiletries, towels and a change of clothes.**
- [ ] **Children's supplies and familiar comfort items.**
- [ ] **Pet food, leads, carriers and necessary equipment.**
- [ ] **Drinks, snacks and basic kitchen essentials.**
- [ ] **Bedding for your first night.**

Keep valuables and essential documents under your own control. You may not be able to retrieve individual boxes while the vehicle is loaded.

When the MNM Crew Arrives

- [ ] **Walk through the property together.** Point out the agreed contents, anything staying behind and items needing particular attention.
- [ ] **Identify booked furniture work.** Confirm which pieces are being dismantled and where they will be rebuilt.
- [ ] **Explain your priorities.** Tell us about belongings you need early at the destination so we can consider them when loading.
- [ ] **Keep working routes clear.** Make sure children and pets remain away from the property entrances and vehicle.
- [ ] **Stay contactable.** Tell the crew if you leave to collect keys or travel ahead.
- [ ] **Pass on access updates.** Let us know promptly if completion or key release changes.

Before You Leave Your Old Home

- [ ] **Check every room, cupboard and drawer.**
- [ ] **Look beneath beds and behind doors.**
- [ ] **Check the loft, garage, shed and garden where safely accessible.**
- [ ] **Confirm that only belongings meant to stay have been left.**
- [ ] **Record utility meter readings and take photographs where appropriate.**
- [ ] **Secure windows and doors.**
- [ ] **Follow the agreed instructions for heating, alarms and appliances.**
- [ ] **Leave any agreed keys, controls or property information in the specified place.**
- [ ] **Complete the property handover as arranged.**

At Your New Home

- [ ] **Confirm access before unloading.** Make sure an authorised person is available to meet the crew.
- [ ] **Check the unloading route.** Keep the agreed parking position, entrances and any reserved lift available.
- [ ] **Identify each room.** Simple signs help the crew place boxes correctly, particularly where there are several bedrooms.
- [ ] **Direct larger furniture first.** Decide where beds, sofas and wardrobes belong before they are carried into position.
- [ ] **Mention property restrictions.** Point out delicate surfaces, unfinished work or rooms that cannot be used.
- [ ] **Confirm booked reassembly.** Check which furniture is being rebuilt and in which rooms.
- [ ] **Raise concerns promptly.** If you notice damage or another issue, tell the crew and follow the reporting process in your booking terms.
- [ ] **Complete a final walkthrough.** Before the crew leaves, check the agreed room placement and discuss any outstanding work.

During Your First Week

- [ ] **Record opening meter readings and contact the relevant suppliers.**
- [ ] **Locate the water stopcock, fuse box and heating controls.**
- [ ] **Check that the property's alarms are working.**
- [ ] **Arrange suitable appliance reconnection or installation.**
- [ ] **Unpack everyday essentials first, then work through one room at a time.**
- [ ] **Complete the address changes relevant to your household.**
- [ ] **Follow the agreed procedure and deadlines for reporting any loss or damage.**
- [ ] **Reuse or recycle packing materials.** Confirm any collection service separately.

Who Needs Your New Address?

Work through the organisations you use:

- [ ] **Money: Banks, credit providers, pensions and investment accounts.**
- [ ] **Work: Your employer, payroll and professional contacts.**
- [ ] **Insurance: Home, vehicle, life and pet insurers.**
- [ ] **Public services: Council tax, electoral registration, HMRC and relevant benefits services.**
- [ ] **Driving: Your driving licence and vehicle records, where applicable.**
- [ ] **Healthcare: GP, dentist, pharmacy and other providers.**
- [ ] **Education: Schools, childcare and colleges.**
- [ ] **Household services: Utilities, broadband and telephone providers.**
- [ ] **Deliveries: Subscriptions, shopping accounts and regular orders.**
- [ ] **Personal contacts: Family, friends and emergency contacts.**

Follow each organisation's official address-change process and check its requirements.

If Your Moving Date or Keys Change

Contact MNM as soon as you know. Changes to your booking depend on availability and the terms you accepted.

For delays on moving day, keep us informed so we can discuss the available options.

Check any applicable waiting-time charges beforehand. Storage transfers, overnight arrangements and later delivery require separate agreement.

Get Your Move Arranged With MNM

MNM Removals has helped households move since 2003. We cover Leicester, Nottingham, Derby and the East Midlands, with long-distance removals throughout the UK.

Send your postcodes, likely date and photographs or an inventory. Tell us what you will prepare yourself and where you want help with packing, furniture dismantling or reassembly.

We'll assess your requirements and provide a clear quotation for the agreed work.

Prefer to talk? Call 0800 0025 543

REQUEST YOUR FREE REMOVALS QUOTE

mnmremovals.co.uk | 0800 0025 543

Notes: _____

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