

MNM Removals

Start planning your move

Around 4-6 weeks before moving | Tick each task as you complete it.

Arrange your removal

- ☐ Request a quote with both postcodes, your likely date and the services you need.
- ☐ Complete your moving inventory. Include cupboards, lofts, garages, sheds and garden items.
- ☐ Send photos or a walkthrough video. Flag heavy, fragile or valuable items and difficult access.
- ☐ Discuss packing, materials, furniture dismantling and reassembly with MNM Removals.
- ☐ Check your written quote, agreed services and booking arrangements. Tell us if your date is provisional.

Prepare your household

- ☐ Decide what to take, sell, donate or recycle before buying packing materials.
- ☐ Check access at both properties: stairs, lifts, tight doorways, parking and carrying distances.
- ☐ Ask about permits, loading restrictions and lift bookings where needed.
- ☐ Plan key handovers and any deadline for leaving your current property.
- ☐ If dates do not line up, discuss storage and separate delivery arrangements.
- ☐ Plan childcare, pet care and your own travel to the new property.

Moving date: _____ Booking reference: _____

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Get organised & start packing

Around 1-2 weeks before moving | Tick each task as you complete it.

Packing & preparation

- ☐ Confirm your date and access arrangements with MNM Removals. Report changes to your inventory.
- ☐ Pack non-essential belongings in suitable boxes. Keep heavy items in smaller boxes.
- ☐ Label boxes by destination room and contents. Mark fragile items clearly.
- ☐ Identify furniture needing dismantling. Tell us about damage, glued joints or missing fittings.
- ☐ Arrange safe disconnection of appliances by a suitable professional where needed.
- ☐ Plan to empty, defrost and dry fridges and freezers in line with manufacturer guidance.

Addresses & services

- ☐ Arrange mail redirection and update your bank, employer and other important contacts.
- ☐ Notify utility, council tax, broadband and insurance providers of your moving date.
- ☐ Check when insurance cover ends at the old property and begins at the new one.
- ☐ Check new-home access, parking, lift availability and the destination contact number.
- ☐ Keep important documents together and back up essential computer files.

Parking / lift booking reference: _____

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Ready for collection

The day before your move | Tick each task as you complete it.

Finish the preparation

- ☐ Finish the agreed packing. Seal boxes securely and avoid overfilling them.
- ☐ Empty furniture that needs dismantling. Check with MNM before leaving contents in drawers.
- ☐ Keep screws and fittings together if you dismantle items yourself; label each set.
- ☐ Prepare appliances for transport: disconnected, drained and dry as appropriate.
- ☐ Check garages, sheds, lofts and outside areas for belongings still to be packed.
- ☐ Separate anything staying behind and clearly identify it for the crew.
- ☐ Tell MNM about hazardous, flammable or restricted items so transport can be agreed beforehand.

Pack your essentials separately

- ☐ Keep medication, documents, money, jewellery, keys and valuables with you.
- ☐ Prepare chargers, toiletries, bedding, a change of clothes and basic kitchen supplies.
- ☐ Set aside food, drinks and anything children or pets need during the journey.
- ☐ Keep your phone charged and save crew, agent and destination contact details.
- ☐ Confirm key collection plans. Tell MNM promptly about delays or changed arrangements.

Essentials / reminders: _____

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Moving day & settling in

Collection, delivery & your first checks | Tick each task as you complete it.

Before you leave

- ☐ Show the crew the agreed contents, fragile items, existing damage and anything staying behind.
- ☐ Keep access routes clear and children and pets safely away from loading areas.
- ☐ Flag the items you will need first so the crew can consider the loading order.
- ☐ Take utility meter readings and photos where appropriate.
- ☐ Check every room, cupboard, loft, garage, shed and outdoor area before leaving.
- ☐ Secure the property and return keys as agreed. Keep your destination keys with you.

At your new property

- ☐ Be available to guide the crew. Identify rooms and explain where larger furniture should go.
- ☐ Check agreed items have been unloaded and agreed reassembly has been completed.
- ☐ Raise any concerns with the crew promptly and follow the agreed reporting process.
- ☐ Take opening meter readings and locate the stopcock and electrical consumer unit.
- ☐ Set up beds and essential supplies first. Keep exits and walkways clear while unpacking.
- ☐ Keep booking documents and receipts together; recycle packing materials when suitable.

Notes / follow-up: _____