

CHECK LIST

WHO TO TELL YOU ARE MOVING

[THIS LIST IS NOT COMPLETE - NO LIST CAN BE AS PEOPLE'S CIRCUMSTANCES VARY SO MUCH. NO] HAVE WE INCLUDED THE OBVIOUS LIKE YOUR FRIENDS AND RELATIVES, EMPLOYER, EMPLOYEES LANDLORD, THE PEOPLE IN YOUR LOCAL PUB, BUSINESS COLLEAGUES, SCHOOLS, TENANTS, ETC. BUT WE HOPE WE HAVE TARGETED MOST OF THE ORGANISATIONS YOU WILL NEED TO INFORM.

THE POST OFFICE.....

THEY WILL REDIRECT YOUR MAIL. GET THE APPROPRIATE FORM FROM YOUR LOCAL POST OFFICE GIVING AT LEAST A WEEK'S NOTICE

BRITISH TELECOM

GIVE THEM AT LEAST 7 DAYS NOTICE OF YOUR MOVE FOR DRAWING UP A FINAL BILL. RING YOUR NEW LOCAL OFFICE ABOUT CONTINUING THE PHONE IN YOUR NEW HOME. IF IT HAS ONE, OR INSTALLING ONE - BEWARE OF LONG DELAYS.

GAS/ELECTRICITY BOARDS

BOTH REQUIRE AT LEAST 48 HOURS NOTICE FOR THE FINAL BILLS. MAKE ARRANGEMENTS WITH YOUR NEW LOCAL OFFICE ABOUT THE RECONNECTION OF THE SUPPLY IF IT HAS BEEN DISCONTINUED, GIVING THEM AT LEAST A WEEK'S NOTICE.

WATERBOARD.....

REQUIRES AT LEAST 48 HOURS NOTICE TO TURN OFF SUPPLY IN YOUR OLD HOME, AND A WEEK TO TURN ON SUPPLY AT YOUR NEW HOME IF NECESSARY,

BANK

BUILDING SOCIETY

CREDIT CARD COMPANIES.....

YOU CAN COMPLETE THE SLIP REGULARLY SENT WITH YOUR STATEMENT.

NATIONAL SAVINGS /

PREMIUM BONDS /SAYE

THE ADDRESSES YOU NEED ARE IN YOUR DOCUMENTS.

INSURANCE COMPANIES

NOTIFY THE COMPANIES WITH WHICH YOU HAVE YOUR HOUSE CONTENTS INSURANCE, MOTOR INSURANCE, LIFE ASSURANCE, AND ANY OTHER INSURANCE AND PENSIONS, ISA.'S, RE.P.'S, SHARES ETC.

DOCTOR.....

YOU WILL NEED TO REGISTER WITH A NEW PRACTICE IF YOU ARE MOVING AWAY FROM YOUR PRESENT AREA

NATIONAL INSURANCE/DSS....

THEY NEED TO KNOW YOUR CHANGE OF ADDRESS SO THAT THEIR RECORDS CAN BE DATED TO MAKE SURE YOU RECEIVE BENEFITS AND RELEVANT INFORMATION ETC.

MOTOR VEHICLE REGISTRATION ,

FILL IN THE SLIP ATTACHED TO YOUR REGISTRATION DOCUMENT.

T.V. LICENCE.....

TAKE IT TO THE POST OFFICE TO HAVE IT CHANGED.

SKY SATELLITE/DIGITAL

YOU WILL NEED TO TRANSFER YOUR ACCOUNT TO YOUR NEW ADDRESS.

STANDING ORDERS / DIRECT DEBITS

NOTIFY THE COMPANIES TO WHICH THEY ARE PAID.

FINANCE COMPANIES / H.P.

SPORTS CLUBS / SOCIETIES

THE LIBRARY / VIDEO CLUB