

Moving Checklist and Tips

It is easy to forget a vital detail when **moving**. This handy **checklist** has numerous **relocation tips** to help make it easy and less stressful.

✓ Weeks 12-9:

- Establish and lay out schedules in your planning calendar.
- Put your house on the market, or notify your landlord or your intent to vacate.
- Begin your mover selection process.
- Make house-hunting trip to your new town or city. Contact a real estate agent or get an apartment guide if you're planning to rent.

✓ Weeks 8-7:

- Select moving company to handle your relocation.
- Make a checklist of everyone you'll need to notify of your move. Update your contacts/address book.
- Obtain a post office's change of address kit.
- Sort items you no longer want and have a garage sale.

✓ Week 6:

- Select your new house and arrange financing. Establish a tentative closing date.
- Check school schedules and any enrollment requirements.
- Determine any new drivers' license requirements and transfer of license plates or registration.
- Sketch out a floor plan of your new home and get room measurements. Determine how your present furniture, appliances and decor will fit, and make a list of the things you will need to buy.
- Get utility information and phone numbers. Determine any requirements to commence service (such as deposits or prepayments).

✓ Week 5:

- Notify schools of your move date. Arrange for records to be transferred to new school system.
- Schedule pick up and delivery dates with your mover. If you need storage, make arrangements with your moving company now.
- If you have high value items (like antiques) that you expect to be shipping, obtain an appraisal and get receipts.
- Make travel arrangements. If you will be flying, remember that most airfares are cheapest if booked at least 30 days in advance.

✓ Week 4:

- Verify your time schedules with your real estate agents and/or landlord.
- Reconfirm dates for packing, pick up and delivery with your mover.
- Send change of address cards to the Post Office, relatives, friends and magazine subscriptions.

✓ Week 3:

- Gather all your personal records from doctors, dentists, lawyers, accountants, church, school, etc.
- Notify the utilities at your current address of your disconnect dates and your forwarding address, and contact those in your new town to begin service.
- Notify your credit card companies of the change of address.

✓ Week 2:

- Take care of financial arrangements like transferring bank accounts, contents of safe deposit box, notify your broker or investment counselor and settle any outstanding bills.
- If you have a pet, take it to the vet to be immunized prepared for the journey. Arrange for transportation of your pet, and obtain copies of your pet's records or licenses.
- If you are moving into or out of a high rise building, contact the property manager and reserve the elevator for moving day.
- Cancel deliveries and services like newspapers and trash collection effective by your moving date.



- Defrost the freezer; give or throw away perishables you won't eat in the next few days.
- Consider a sitter for kids and pets on moving day.
- If you are driving a long distance, have your car serviced.
- Pack your luggage and anything you are taking with you.
- Use only those household items you absolutely must.
- Obtain travelers check for trip expenses and cashiers or certified check for payment to mover.