



## *Checklist for Moving*



Moving can be a busy time with many small yet important tasks to complete. You want to make sure all of your belongings arrive safely at your new home, the mail is forwarded, and the utilities are turned on. This checklist will help keep you organized as you prepare your move.

### **Before Moving**

#### **Change of address notices:**

Post Office

Banks, Credit Cards, other monthly bills

Insurance – new locations for fire and auto

Subscriptions

Friends, Relatives

(Remember some of these need several weeks' notice)

## **Utility Companies:**

Gas, Water, Electricity, Telephone, Propane, Cable

Turn them off at your old home and on at your new home.

Don't forget to ask for refunds if you made any advanced deposits.

## **Finances:**

Find a new bank if necessary. Arrange check-cashing and coordinate credit references.

## **Medical Records:**

Get referrals for doctors, dentists and veterinarians.

Obtain any necessary prescriptions, x-rays, eyeglasses, medical records and birth records.

## **Packing:**

If using a moving company, check for insurance coverage, payment schedule, other shipping documents, arrival day, labor, and prep work to be accomplished beforehand.

If you are moving yourself, have plenty of boxes, wrapping and tape on hand.

Use professional moving company boxes or sturdy reinforced cartons. The boxes you get at the supermarket might be free, but they are not strong and padded.

Fill two "Open Me First" boxes with all the items you will need the first night and first day. Load this box last on the truck so it will be the first box off. This box should contain items such as toothbrush, toothpaste, toilet paper, soap, medicine and toiletry items, flashlight, screwdriver, pliers, can opener, paper plates, cups and utensils, paper towels, a pan, snacks, instant coffee, tea bags, soda, etc.

Use sheets, blankets, pillows and towels in between pictures and mirrors.

Pack plates vertically instead of stacked.

Mark fragile boxes. And label all boxes with the contents and/or room they should go in at your new home.

Pack as much as possible in advance, doesn't wait until moving day.

Empty and clean the freezer and refrigerator.

# Moving Day

## **Transportation:**

Prepare for the needs of small children and animals. What will they do while you are packing and how will they get to your new home?

Give your moving company phone numbers to get in touch with you.

Read the inventory form carefully, and ask the mover to explain anything you don't understand.

Make a note of your shipment's registration number, and keep your Bill of Lading handy.

## **Double Check:**

When the house is empty, but before the moving truck door closes, double check closets, attics, drawers, cupboards, back yard, and any other storage locations to make sure they are empty.

## **Important Items:**

Carry jewelry and documents yourself or send them registered mail.

## **Money:**

You should carry enough cash or travelers checks to cover your move and expenses until you reach your new home.

## **Keys:**

Leave old keys with your real estate professional.

# At Your New Home

## **Utilities:**

Check that your gas, electricity, water, telephone, propane and cable have been turned on.

Check pilot lights on stove, water heater, and furnace.

## **Automobile:**

Have your address changed on your driver's license or apply for a new license.

If you have moved to a new state, have the car registered within 5 days to prevent penalties.

## **Remember to:**

Register children in new school

Locate new doctor, dentist, etc.

## **Unpacking:**

Remember to let your electrical gadgets return to room temperature before plugging them in.