

MOVING CHECKLIST

AT TIME OF CONTRACT FOR SALE AND PURCHASE

- Select a Title Company or Attorney to handle closing:
- Select a Mortgage Lender:
- Select an Appraiser and order Appraisal:
- Select a Surveyor and order Survey:

SIX WEEKS BEFORE MOVING

- Collect everything not to be moved for Garage Sale or Charity.
- Select mover, arrange for exact form of payment at destination (cash or checks).
- Contact present insurance agent to transfer/cancel coverage.
- Contact new and old Insurance Agents.

FOUR WEEKS BEFORE MOVING

- Notify friends and relatives, charge accounts, credit cards and magazine subscriptions of change of address.
- Newspapers, gas, electric. Water, telephone, garbage: arrange for change over.
- Get refunds on any utility deposits made.
- Transfer funds; arrange check cashing in new city.
- Collect everything that you have loaned out, return everything you have borrowed.
- Service power mowers, boats, etc. that are to be moved. Drain oil/gas to prevent fire in moving van.
- Clean rugs or clothing before moving; have them moving wrapped.
- Check with doctors and dentists for all family records and prescriptions.
- Get children's school records.
- Give away or arrange for transportation of houseplants.
- Arrange for interior and/or exterior painting, if needed:
- Arrange for carpet installation, if needed:

ONE WEEK BEFORE MOVING

- Notify Post Office of forwarding address.
- Have automobile serviced for trip.
- Defrost freezer and clean refrigerator. Place charcoal to dispel odors.
- Contact cable T.V. companies in old and new areas.
- Check and make inventory of all furniture for dents and scratches, notify moving company of your inventory and compare on final day.
- Dispose of all combustibles and spray cans.
- Pack a separate carton of cleaning utensils and tools.
- Plan special care needs of infants and pets.

- Organize at least one room in the house for packers and movers to work freely.
- Arrange for overnight hotel accommodations if necessary: _____

MOVING DAY

- Plan to spend the entire day at the house. Last minute decisions must be made by you. Don't leave until after the movers have gone.
- Hire a sitter or send the children to a friend's house for the day.
- Make a final check of the entire house – basement, closets, shelves, attic, garage, every room.
- Approve and sign Bill of Lading.
- Double check with the driver to make certain moving company records show the proper delivery address for your new house. Verify the scheduled delivery date.
- Give the driver phone numbers both here and in new community to contact you in case of a problem.
- Carry enough cash or travelers checks to cover cost of moving services and expenses until you make banking connections in new city.
- Carry jewelry and documents yourself; or use registered mail.
- Let close friends or relatives know route and schedule you will travel including overnight stops; use him or her as message headquarters.
- Leave all old keys needed by new tenant or owner with REALTOR or owner.
- Phone ahead for take out dinners:

AND AT YOUR NEW ADDRESS

- Obtain certified check or cashier's check necessary for closing real estate transaction.
- Check operation of telephone, gas, electric, water and garbage.
- Check pilot light on stove, hot water heater and furnace.
- Have appliances checked.
- Ask mailman for mail he may be holding for your arrival.
- Have new address recorded on driver's license.
- Visit city offices and register for voting.
- Register car within five days after arrival in state or a penalty may have to be paid when getting new license plates.
- Register family in your new place of worship.
- Register children in school.
- Arrange for medical services: Doctor, Dentist, Veterinarian.
- Arrange for roof repairs, if needed:
- Arrange for maintenance of Air Conditioner and Heater:
- Arrange for Home Repairs if needed: