

YOUR PERSONAL MOVING CHECKLIST

6 Weeks Before Moving

- Check with employer to find out what moving expenses they will pay, if any.
- Start Talking to your children about the move so they are not anxious.
- If you are an active service member, decide whether you want to make a DIY (do it yourself) move, or have the government handle everything for you.
- If using a moving company call and get estimates and choose a company.
- If you are moving yourself and need moving trucks, call now to book the truck. If you wait you will risk not having an available truck.
- Pick an afternoon or evening for everyone in the family to go through their clothes. Make piles of clothes to toss , to give to charity, and keep.
- Get boxes and start packing.
- Remember moving is an excellent time to purge!! Really take a look at items that you have stored in the garage, basement, etc. Chances are if you have not used it in 6 months you most likely no longer need it.
- Collect everything that is not to be moved and have a garage sale or donate to charity. (Charitable donations are tax deductible so save the receipts.)
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4 Weeks Before Moving

- Notify any mail subscriptions of your change of address.
- Check out your new community if you are not familiar with it; use the Internet to locate all of the stores, restaurants and places you use in the community.
- Get children's school records.
- Find the schools your children will go to and make arrangements for them.
- Look into a new daycare, should you require it.
- Collect everything from neighbors or friends that you have lent out and return everything you have borrowed.
- Check with your veterinarian for pet records. If your pets are micro chipped, notify the chip company of new address and phone numbers. If you are traveling to your new location, give them cell numbers and have them post notes that you are in transit in case the pets escape during the move.
- Check with doctors and dentist for all family records and prescriptions.

- If you have a safe deposit box and are moving out of the area, remove your contents so you can take them with you.

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2 Weeks Before Moving

- Set up a disconnect date with the utility companies; make sure they have your new address so they can send you a final statement or deposit refund if its due to you.
- Stop shopping online so you don't have packages delivered that won't make it before you move.
- Service power mowers, boats, etc. Drain all gas/oil to prevent spills and/or fires when moving.

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1 Week Before Moving

- Notify credit cards of new address
- Check and make inventory of all furniture for dents and scratches; notify moving company of your inventory and compare upon arrival at your new house.
- Separate cartons and luggage you need for personal/family travel.
- Pack a separate carton of cleaning utensils & tools (screw driver, hammer, etc.)
- Arrange for someone to clean the house you are moving out of. (You may run out of time & will be too exhausted to clean yourself.) We can give you references.
- Handle your banking needs, close accounts if needed, etc.
- If moving long distance have your car serviced and fill all fluids.
- Request a change of address from the post office. You can change your address online at www.USPS.com.
- Dispose of combustibles, paint cans and spray cans as they can explode, especially if moving in the heat.
- Finish packing and don't forget to mark all boxes. (Make sure to abide by moving companies guidelines if applicable.)
- Create one large room in your house for the packers/movers to be able to use so they can work freely.
- Cancel newspaper, garden and lawn services.
- Don't forget your pets; make any arrangements to ensure their safety in the move.
- NOTE: IN YOUR PLANNING PROCESS GIVE YOURSELF DOUBLE THE TIME OF WHAT YOU THINK IT WILL TAKE. ESCPECIALLY FOR PACKING AND MOVERS!

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MOVING DAY !

- If you are moving locally, have one person go to the new house when delivering the first load and one person stay behind to keep the process going.
- Have small children stay with friends or family as children will slow the process and they will just get bored.
- Tell packer/movers about fragile or precious items.
- Make a final check of the entire house including closets, shelves, cabinets, attic, garage, and all other rooms.
- Exchange cell phone #'s with the driver from the moving company in case they need you during the drive.
- Don't leave until after the movers have gone, if possible.
- 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 as well.
- Lock all doors and windows and advise your REALTOR® you have left.
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GENERAL NOTES:

1. From experience, it usually takes twice as long as you estimate to pack, move & clean, so start plenty early.
2. Never schedule movers for the day of closing. Schedule 1-2 days before so you have time to clean and for unexpected issues.
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