

COMPREHENSIVE MOVING CHECKLIST

Whether you are moving locally or from another state, there is a lot to do for your move. Both buyers and sellers can use our comprehensive moving checklist to help you prepare.

1. TRANSFER OR CANCEL ALL RELEVANT ACCOUNTS, RECORDS, AND SERVICES

- Utilities, including electric, gas, water, sewer, and trash.
- Cable, telephone (land line and cell phones), Internet, newspaper, and lawn services.
- Alarm/security company.
- Postal service (2-4 weeks ahead of move). This can be done online at www.USPS.com
- Magazine and other recurring subscriptions.
- Credit cards, bank accounts, and safe deposit box.
- Employer and business contacts.
- Insurance policies, including property, auto, and medical.
- Car registration and driver's license.
- Voter registration. Note: if you are moving around election time, be aware that some states require an in-state, or federally issued ID such as a passport at the polls.
- Doctor, dentist, and other medical providers. If you will be changing doctors due to your move, be sure to get copies of your records and any additional prescription refills you may need.
- Your children's schools and daycare centers. If transferring, get copies of school records.
- Veterinarian, if applicable. If transferring, get copies of pet records.
- Athletic clubs, including gyms, yoga/Pilates studios, tennis clubs, golf clubs, etc.

2. GET PACKING!

- Schedule movers if applicable. Get an estimate in writing and make sure that it has a USDOT number on it.
- Consider renting a movable storage unit. They can be stored off location during the sale of your home.
 - Once you are ready to relocate, the unit can be delivered to your new home.
- If you are in a condo or co-op, check your condo/co-op docs for moving rules and restrictions.
- Make a list of your belongings. If you are hiring a moving company, catalog your valuables and take pictures.
- Measure doors and stairways in your new home to make sure that your larger items will fit.
- Check insurance coverage for items that you are moving. Usually movers only cover what they pack.
- Now is the time to purge. Decide how you will get rid of unwanted items--donate, recycle, etc.
- Collect boxes, tape, bubble wrap, newspapers, garbage bags, and markers.
- Disassemble furniture and pack all of your fragile household items.
- Recycle flammable materials or containers that may leak, acids, cleaning fluids, matches, paint, etc.
- Moving company extras: Give movers a set of keys to your new home in case they arrive before you.
 - Keep a completed bill of lading (detailed list of items moved) until your possessions are delivered to your new home, the charges are paid, and any claims settled.

3. BEFORE YOU LEAVE

- Have your car serviced if you are traveling a long distance.
- Arrange hotel or other accommodations.
- Refill prescriptions or make sure you have at least two weeks of medication on hand.
- Make plans for pet care and/or lodging, if applicable.
- Clean the house thoroughly, including all major appliances.
- If it's approaching winter, and the house will be vacant, make sure all winterization has been done.
- Turn off, or properly set, all systems and lights before you lock up.

4. PREPARE FOR HOME CLOSING

- Plan to maintain homeowner's insurance for 2-3 days after closing.
- Leave appliance manuals, warranty information, and spare keys in the house.
- Make sure that the house is clean and that all trash and debris—including any in garage and attic—are removed prior to final walkthrough.
- Buyers, visit your bank to secure cashier's check for closing amount.
- Bring driver's license (or other approved form of photo ID) to closing.