



# MOVING CHECKLIST



The checklist below is purely for client organization and suggests issues/items that may or may not need to be addressed. Please contact your Escrow Officer for further detailed escrow instructions.

## SIX WEEKS BEFORE

- Create an extensive list of all items in the house that need to be moved.
- Decide if you will be moving yourself or using a moving company.
- Get rid of items that you no longer use/want. Host a garage sale or donate to your local charity!
- Start collecting boxes and packing materials.
- Transfer your insurance policies to your new house.
- Seek employer benefits. If the move is work-related, you may be provided funds for moving costs.
- Find a new school. Contact your preferred schools for registration details.

## FOUR WEEKS BEFORE

- Call your utility companies. Alert them of the move and provide them with your new address.
- Call your healthcare providers. Get a hold of you and your family's medical records and have them transferred over to your new medical facilities.
- Take note of any food in the house. Start using any remaining food left.
- Protect your valuables. Be careful! Either put your valuables in a safety deposit box or transfer them yourself during the move.
- Return rented items. If you have items in your house that are rented, stop the lease and return them.

## ONE WEEK BEFORE

- Plan your moving day schedule. Be prepared to spend all day moving. Have someone watch the kids, plan an easy lunch, and wear closed toed shoes.
- Change of address. Visit a nearby USPS for a change of address form.
- Notify your bank of the move. Update your address on all of your bank accounts.
- Cancel subscriptions and services. Give warning to your newspaper/lawn services of the move.
- Begin packing. Label your boxes very clearly and pack them according to each room in the new house for an easier move.
- Design a floor plan. Share the plan with your movers for stress-free unloading.

## MOVING DAY

- Do a final check of your house. Scan all rooms one last time to make sure there are no items left.
- Make sure your mover has your contact information. Provide them with the address and your number in case of an emergency.
- Leave the property. Make sure your water and electricity are off, windows are locked, and your agent is notified when you leave.
- Take inventory of the moved items. Make sure all your items are accounted for and in good condition before the mover leaves.