

Moving Preparation Tips

You've Listed Your Property...

Prepared for: _____

Prepared by: _____

Count Down Checklist: Get Ready – 1 Month before Move

	Decide what goes with you, what to sell and what to give away. Hold a garage sale.
	Pre-Pack any items that you do not use frequently (also helps stage the house to sell).
	Finalize arrangements with the moving company or make reservations for a truck.
	Transfer or resign from organizations and associations.
	Obtain school records and transcripts.
	Give change of address to: Post Office Banks, charge accounts, credit cards Subscriptions Friends and relatives Employers
	Bank: Transfer funds, arrange check cashing in new city, arrange credit references.
	Insurance: Notify company of new locations for coverage's: life, health, fire, auto. Call Crye-Leike Insurance if you would like a quote for new coverage.
	Utility companies: Gas, electric, water, fuel, telephone, cable. Obtain refunds on previous deposits.
	Medical, dental, prescription histories/records Ask Doctor and Dentist for referrals Transfer prescriptions, eyeglasses Obtain health certificates, rabies certification, and medical histories for pets.
	Begin using items which cannot be moved, such as frozen foods and flammable household items.
	Check school schedules and enrollment requirements.
	Subscribe to local newspapers.
	Contact local Chamber of Commerce for information on shopping, dining, maps, voter registration/car registration/inspections/driver's license, recreational activities.

Count Down Checklist: Get Ready – 2-3 Weeks before Move

	Return/Retrieve borrowed items.
	Service your car.
	Set a date to cancel newspapers.

	Collect all items being repaired, cleaned or stored.
	Empty locker at gym, Change membership
	Return library books.
	Clean rugs, draperies and clothing for moving.
	Service Appliances.
	Confirm with moving counselor: Insurance coverage, packing/unpacking labor, arrival day, shipping papers, method and type of expected payment.

Count Down Checklist: Get Ready – 3 Days before Move

	Obtain certified or cashiers check necessary for closing real estate transaction.
	Pack suitcases and basics for the trip to your new home.
	Defrost refrigerator and freezer so they can dry at least 24 hours before movers arrive.
	Set aside valuables to go with you, not on van: jewelry, documents and irreplaceable items.
	Take telephone directory with you to new destination.

It's Time to Move: On Moving Day

	Confirm arrival time with moving company.
	Carry enough cash or travelers checks to cover cost of moving services and expenses.
	Plan transportation for your pet. Make sure they have water, and a carrier, and away from drafts or extreme temperatures. Be sure they have an identification tag with your new address.
	Leave keys, warranty papers, instruction manuals and garage door remote with Realtor.
	Leave a note of your new address in the house for new owner to forward any mail.
	Turn off lights, close and lock windows and doors.

It's Time to Move: At Your New Home

	Be present to accept the delivery from the moving company. If you can't be there personally, appoint someone to accept the delivery and call the moving company to alert them.
	Unless other arrangements have been made, be prepared to pay the tab. Law obligates the van driver to collect for charges upon delivery.
	Check your goods, as they are unloaded. If anything is missing, note it on the inventory sheet. By signing the sheet, you acknowledge receipt of all items listed.
	Keep all your documents relating to the move in a safe place. You will need them for verification of moving expenses when you file your federal income tax returns.
	Check pilot light on stove, water heater and furnace. Have appliances checked.
	Make sure telephones work.

At Your New Home: Once You're Settled In....

Install new locks.
Make extra sets of keys. Leave a set with friend, relative or neighbor.
Install or check the batteries on smoke detectors.
Locate fuse box or circuit breakers.
Locate gas and water meters.
For school-aged children, located school bus stop.
Locate post office, dry cleaner, grocery, pharmacy and other neighborhood services.
Locate nearest ATM machine/bank location.
Register to vote.
Order checks with your new address.
Introduce yourself to your neighbors.

Keep the Basics Handy: A few items to remember....

Personal Items

Comfortable Clothing
Toiletries & Cosmetics
Toothbrush
Tissue
Linens
Towels
Iron
Alarm Clock

First Meals

Disposable plates, cups & utensils, napkins, plastic containers
Dish soap & sponges
Foil or plastic wrap
Can Opener
Pots & Pans

To Help You Settle In

Telephones
Light Bulbs
Garbage Cans and Bags
Extension Cords
Tool Kit
Flashlight
Ladder or Step Stool
Dust Cloth, Mop/Broom, Cleaning Products, Bucket
Vacuum Cleaner
Shelf Liners

Arranging Services & Utilities in Your New Home:

Be sure to call at least 2 weeks ahead for set up. Keep yourself organized by recording important information below. Be prepared to present a letter of credit from previous utility companies or pay a deposit fee.

Electric

Company _____ Phone _____

Date Called _____ Contact _____ Service Begins _____

Notes _____

Gas

Company _____ Phone _____

Date Called _____ Contact _____ Service Begins _____

Notes _____

Water

Company _____ Phone _____

Date Called _____ Contact _____ Service Begins _____

Notes _____

Cable

Company _____ Phone _____

Date Called _____ Contact _____ Service Begins _____

Notes _____

Other (*Internet, Newspaper, etc.*)

Company _____ Phone _____

Date Called _____ Contact _____ Service Begins _____

Notes _____