



# Moving Check List

Relocation Real Estate Services is happy to provide you with this handy check list to help you organize your move. We wish you a successful transition to your new home.

## Two Months Prior to Move

- ☐ Confirm your move date.
- ☐ Call moving companies to set up appointment for estimates or confirm rental truck availability and costs.
  - ☐ Make temporary storage arrangements (if necessary).
  - ☐ Call your insurance company to review what is covered in the move.
  - ☐ Begin to sort through your personal things – discard what you don't want to move (give to charity, throw away, recycle, etc.).
  - ☐ Get copies of your medical records from your doctors, dentists and other specialists.
  - ☐ Request copies of school record transcripts.



## One Month Prior to Move

- ☐ Take an inventory of your home; have valuables appraised.
- ☐ Order packing boxes and materials.
- ☐ Pack the things you don't need until after you move. (Clearly list the contents on the outside of your boxes and label the room of your new home that they should go to.)
- ☐ Complete and submit change of address forms to Post Office.
- ☐ Arrange to have your electric, gas, phone and cable disconnected from your old home.
- ☐ Arrange for utility connections for your new home.
- ☐ Prepare your pets for the move. You may want to ask your Vet for advice. Many moving companies do no move pets.
- ☐ Close out accounts with local businesses (dry cleaners, etc)
- ☐ Check out your vehicles – be sure they are ready to make the drive.
- ☐ Begin to clean out the pantry – use up food and other items you don't want to move.

## Two Weeks Prior to Move

- ☐ Close / transfer bank, brokerage and credit union accounts
- ☐ Gather your valuables from your safe-deposit box. Check any "secret hiding places" you may have.
- ☐ Collect any personal belongings stored outside of the house (gym, friends houses, etc.)
- ☐ If you have children, make arrangements for their supervision on moving day.
- ☐ Confirm arrangements (date, load out time, payment arrangements) with your moving company.
- ☐ Call or mail your new contact information to your friends, relatives and anyone you want to keep in touch with.

## One Week Prior to Move

- ☐ Back up your computer files
- ☐ Finish packing. (Clearly list the contents on the outside of your boxes and label the room of your new home that they should go to.).
- ☐ Pack and organize for the trip. Pack the clothes you will want to wear, the medicines you need and remember to always carry your passports, credit cards, jewelry and other valuables with you.
- ☐ Be sure you have extra cash on hand for emergencies.



- ❑ Meet with Movers and walk through house to clearly identify what is to be moved.
- ❑ Confirm arrival time at your new home with the Mover.
- ❑ Give the Mover your cell phone number in case you have to leave and they need to get in touch with you.
- ❑ Don't forget to take one last look around to be sure you have taken everything.
- ❑ Turn the keys over to the new owner.

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