

Moving Checklist

At least one month prior to move:

- Begin cleaning out anything which will not be making the move. *Think about donating your unwanted, and get a receipt for tax purposes.*
- Create a complete inventory of all items which will be going with you.
- Find a reputable mover (ask your broker for a vendor they might recommend).
- Confirm with the appropriate parties at your new location your moving schedule. *Verify any moving documentation that may need to be sent over before your arrival.*
- Notify your security company, Gardner, pool service, bottled water vendor, or any other regularly scheduled service company of your vacating date. *Be sure to re-establish the services you will need in your new location.*
- Notify your local post office, magazine publications, and other providers who send you mail of your change of address and date of move.
- Arrange to collect any deposits you may have put down on a rental or utilities.
- Check your current insurance coverage. *If your policy is transferable, you will want to coordinate with your provider so there is no lap in coverage. If it is not you will want to secure a new policy for your new home.*
- Ask your present physician(s) for referrals in your new location. *Be sure to obtain copies of, or transfer your medical records and any prescriptions you may need.*
- If you have children, be sure to get copies of, or have transferred, any school records you may need.
- If you have a pet, check with your veterinarian regarding any travel preparation necessary, and obtain copies of any health records.

Notes:

Two weeks prior to move:

- Contact your current telephone, electric, gas, and water companies to confirm the specific date on which to discontinue service. *It is a good idea to leave the utilities on for an extra day or two, just in case of emergency.*
- Contact the utility companies in your new location to arrange when service should begin.
- If you haven't already you may want to arrange for banking in your new location, and transfer funds over for your arrival.

Notes:

Day before the move:

- If your movers are providing packing service, they usually arrive the day before the van is loaded. Be sure someone is on site to supervise the packing.
- Notify a friend or family member of your travel plans in case of emergency.
- Reconfirm with the appropriate parties at your new location your moving schedule.
- Be sure to leave the keys to your current residence with the appropriate party.

Notes:
