

MOVING CHECKLIST

Send Change of Address to:

- Post office: give forwarding address.
- Credit card companies.
- Magazine/newspaper subscriptions.
- Friends and family.
- Doctors.
- It's always a good idea to leave several large, pre-addressed, stamped envelopes with the new owners for mail that is still delivered to your previous address.

Remember to:

- Clean and remove everything that is not built in or attached, unless otherwise excluded from the contract.
- Cancel subscriptions that would not be forwarded.
- Arrange for new checks for your bank account if needed.
- Close accounts for all utilities and services at your old address as of date of closing.
- Be sure new owner has assumed responsibility of utilities as of closing date so there is no lapse or turning off of service.
- Arrange for utilities: water, electricity, gas, cable, internet, and telephone service at your new location.
- Empty freezer and refrigerator.
- Defrost and clean refrigerator and freezer.
- Check insurance coverage and labor costs; confirm moving day, and payment costs and method with your mover.
- Transfer your child's school records if changing schools.

Packing Guidelines:

- Once you are reasonably sure you will be proceeding with the sale, begin weeding out your possessions.
- Pack one room at a time, and be sure to label all boxes.
- Keep the weight of your boxes reasonable.
- Start packing and marking every box according to its contents and the room it will go in.
- If bubble wrap is not available, use towels and blankets to wrap fragile items.
- If possible, pack audio-video and computer equipment in their original boxes.

On Moving Day:

- Plan for needs of children and pets during the move
- Plan for sufficient cash/travelers checks during the move.
- Do not pack valuables, carry them with you or move them ahead of time if possible.
- Be sure to leave all of the following for new tenant or homeowner:
 1. Keys, padlock combinations, garage door openers, remote switches.
 2. Codes to security system.
 3. Owner's manual for all appliances.