



**Bernstein
Realty**



Moving Checklist

1-2 Months Before

- Create a binder/folder for moving records {estimates, receipts, inventory lists, etc.}. For tax purposes, keep a record of all moving expenses and keep receipts of any items you donate to charity.
- Plan your moving method {truck rental, hiring movers} and get cost estimates. Contact several movers and compare services.
- Check with your employer regarding relocation/moving expense benefits.
- Schedule disconnection/connection of utilities at old and new homes
 - phone internet cable water garbage gas electric
- Gather and store dental, medical and pet's veterinary records. Ask for professional referrals for new doctors, dentists, etc.
- Consider holding a garage sale or donate, sell or dispose of unnecessary items.
- Complete any home repairs that you have committed to making.
- Return borrowed, checked-out and rented items. Collect any items that you have loaned.
- Ask your employer to forward your W-2 and other tax forms.

3-4 Weeks Before

- Complete a Change of Address form at the post office, or change your information at www.usps.com.
- Begin packing non-essential items.
- Separate valuable items to transport yourself. Label as DO NOT MOVE.
- Label boxes by room and contents.
- Create an inventory list of items and box contents.
- Provide important contacts with your new address. Consider sending out change-of-address cards.
- Cancel automated payment plans and local accounts/memberships.
- Notify your insurance and credit card companies about your change of address.
- Contact children's schools and have transcripts forwarded.
- Estimate packing cartons needed and purchase them or confirm that moving company will provide packing materials {boxes, tape, stuffing/padding, markers, etc.}
- Compare your options for TV, internet , phone etc. at your new address.

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Moving Checklist

1-2 Weeks Before

- Continue packing and cleaning as you go.
- Pack items separately that you will need right away at your new home.
- Arrange for childcare to watch small children on moving day.
- Make sure your prescriptions are filled.
- Obtain medications for your pet, if necessary for driving long distances.
- Empty your safe deposit box and secure those items for safe travel.
- Schedule cancellation of services for your old home:
newspaper housecleaning lawn pool water delievery
- Ensure that all paperwork for the old and new home is complete.
- If traveling far, notify credit card company to prevent automated deactivation.
- Drain all gas from your lawn mover and discard of flammables such as paint, propane and gasoline.
- The following items should not be packed: aerosol cans, paint cans, bleach, alcohol, cleaning fluids, ammunition, perishable food, perfume, nail polish or anything else that could leak.

2-4 Days Before

- Confirm all moving details and that you have necessary paperwork.
- Make a schedule or action plan for the day of the move.
- Set aside boxes/items that you are moving yourself. Ensure that you have room.
- Prepare a first aid kit for your trip. Include your daily medications.
- Pack a suitcase that you can live out of, if necessary, for the first three days in your new home.
- Empty your refrigerator, defrost freezer and clean and deodorize.
- If you live on a busy street, arrange to have "No Parking" signs in front of your home so that moving vans can have access.
- Leave your old property's door, gate and mail box keys and garage door openers with your Realtor® or Landlord.

MOVING DAY!

- Leave your contact information for the new residents to forward mail.
- Take inventory before movers leave.
- Make sure that your movers have your correct new address.
- Lock the windows and doors. Turn off the lights.
- Check all drawers and cabinets one last time!

Moving Checklist

At your new home...

- Be on hand for unloading and supervising placement of furniture and boxes.
- Check for damage while unpacking. Be aware of the deadline for insurance claims.
- Verify that utilities are working, especially power, water, heating and cooling.
- Replace locks, if necessary and make at least two copies of your new key.
- Confirm that mail is now arriving at your new address.
- Complete your change of address checklist:

Bank{s}

Credit Cards

IRS

Loans

Insurance

Pension Plans

Attorney

Accountant

Physicians

Newspapers

Magazines

Memberships

- Update your renters insurance or homeowners insurance.
- Register to vote.
- Update your driver's license and, if necessary, your license plates.
- Revise your will if you have moved out of state.
- Relax! Being organized has taken a lot of the worry out of your move!
- ENJOY YOUR NEW HOME!