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## Getting Ready to Move? Here's a Checklist!

### 4 WEEKS PRIOR TO MOVE:

- Set up a "move" file or folder
- Set up a "move" calendar.
- Have a garage sale.
- Collect financial, tax and employment documentation needed for your loan.
- Donate un-needed furniture to charity.
- Contact insurance company to transfer policies (life, auto, homeowners).
- Contact doctors, dentists for copies of medical records.
- Contact schools for copies of student records.



### 3 WEEKS PRIOR TO MOVE:

- Review tax deductions on moving expenses.
- Arrange cut-off date for utility companies (telephone, gas, electricity, water, garbage, cable television).
- Call friends and relatives to let them know you are moving.
- Request change of address kit from post office.
- Check out voter registration information for the new area.

### 2 WEEKS PRIOR TO MOVE:

- Transfer stocks, bonds, bank accounts and contents of safe deposit boxes.
- Prepare a list of clothing that will not be packed with household goods.
- Take time to check off previous listed items while you still have time!

### 1 WEEK PRIOR TO MOVE:

- Label items you will need to access easily and place them in separate room or closet.
- Clean out your refrigerator and let it air out at least 24 hours before moving.
- Drain outdoor equipment: Water hoses, propane tank from BBQ grill, gas and oil from lawnmowers.
- Discard all aerosols, paint, oils, and other flammable or toxic chemicals.
- Schedule with utility companies to have utilities turned on at your new home.

### MOVING OUT DAY:

- RELAX!!!
- Remember, items packed last will be unloaded first.
- Conduct a final review of the house, including attic, stairwells, closets, cupboards, storage, garage, and behind doors.

### MOVING IN DAY:

- Have the house ready for delivery prior to the truck's arrival.
- Take a break, sit back, relax and ENJOY YOUR NEW HOME!!

***Take the stress out of moving by being organized!  
Give us a call if there's anything we can do.***

