

# Moving CHECKLIST

Moving requires extensive planning, teamwork and understanding. The experience does not have to be difficult. It can be rewarding and meaningful.

**Here are some suggestions to help you organize for a smooth move.**

## Plan Ahead

- Plan your travel itinerary. Make transportation and lodging reservations in advance.
- Send change of address to: Post office (give forwarding address), charge accounts and credit cards, subscriptions (change notice requires several weeks), and friends and relatives.
- Contact gas, electric, and telephone companies in new location to arrange for immediate service.
- Arrange insurance on the new home prior to the transfer of property.
- Arrange for your present bank to establish credit references for new bank accounts.
- Service appliances before moving.
- Clean rugs and have them wrapped.
- Discontinue deliveries, electricity, water, gas, newspapers, and garbage collection, etc.
- Obtain copies or transfer your children's school records.
- Obtain records from doctors and dentists, including eyeglass prescriptions, dental X-rays, and vaccinations.
- Cancel club memberships.
- Transfer car title registration, if necessary, as well as driver's license, city windshield sticker, and motor club membership.
- Pay existing bills and cancel local charge accounts.
- Check on personal items that may be at the photo shop, bank safe deposit box, neighbor's house, on lay-a-way or in the repair shop (e.g., shoes, jewelry, small appliances or clothing).
- Arrange for transporting pets and obtain immunization records from the vet.
- Return all library books and anything borrowed from friends.
- Notify the religious leader of your church or synagogue.
- Carry traveler's checks for quick, available funds.
- Plan for special care and needs of infants.
- Arrange for transporting plants.

- Service the car for the trip.
- Disconnect the telephone.
- Review moving plans with your moving company representative, including insurance for packing and unpacking, arrival date, payment agreement, shipping papers, etc.

## One Week Before Moving

- Clean and air out your stove.
- Defrost refrigerator and freezer 24 hours before leaving.
- Place charcoal or baking soda inside refrigerator and freezer to dispel odors.
- Dispose of all open cans and jars that cannot be tightly sealed.
- Remember to pack your telephone directory for future reference.

## Survival Checklist

**Here are items you may need immediately upon arriving at your new home:**

### Cleaning:

- Soap powder
- Kitchen cleanser
- Dish towels
- Paper towels
- Dish cloth
- Steel wool pads
- Sponge
- Window cleaner
- Scrub brush
- Mop
- Broom

### Kitchen

- Paper plates, cups, napkins
- Plastic knives, forks, spoons
- Plastic pitcher for drinks
- Small saucepan
- Serving spoons
- Tea kettle

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### **Bathroom:**

- Facial tissue
- Toilet tissue
- Bath towel
- Shower curtain
- Face cloth
- Bath soap
- First aid kit
- Aspirin
- Prescription medicine

### **Miscellaneous:**

- Light bulbs
- Flashlight
- Hammer, screwdriver, pliers
- Aluminum foil
- Shelf paper
- Trash bags
- Twine
- Newspaper

### **Children**

- Coloring books and crayons
- Favorite toys
- Reading materials
- Puzzles
- Small surprise gift

### **Snacks**

- Easy-open cans of pudding
- Sandwich spreads
- Jars of cheese
- Packages of crackers
- Instant creamer, sugar, salt
- Dry soup mix
- Boxes of dry cereal, raisins
- Instant coffee, tea, chocolate
- Fresh fruit

### **On Your Moving Day**

- Leave a copy of your travel itinerary with a friend or relative.
- Carry all currency, jewelry, and personal papers (birth certificates, deeds, and documents).
- Double check closets, drawers, and shelves to be sure they are empty.
- Confirm hotel reservations.
- Leave all old keys needed by the tenant or owner with your Sales Associate.