

## **MOVING CHECKLIST**

### **As soon as you know you are moving:**

- If your company is relocating you, familiarize yourself with their relocation policies. Companies vary greatly in their policies concerning everything from lump sum amounts to itemized expenses. Know what is covered, and what to expect to pay for on your own. Also, be aware of what records or receipts need to be kept for verification.
- Ask your Bernstein Realty agent to provide area information pertinent to you and your family, such as schools, churches or synagogues, shopping, spousal job placement assistance, etc. This will make the home finding process that much easier for you.
- Keep a daily calendar for easy planning and note-taking. Your Bernstein Realty agent will inform you of important deadlines as they arise, and you will want to have easy access to those dates as the days go by.
- Cameras often come in handy when touring your destination city and house hunting. Taking pictures will afford you the ability to review what you have seen later and at your own pace.

### **4 to 6 weeks prior to move:**

- Fill out change of address cards. First class mail is forwarded for one year. Magazines and newspapers are forwarded for 60 days. If you do not know your new address yet, the post office can hold mail for you, but it is best to notify the postmaster promptly in order to prevent delay of your mail delivery.
- If currently leasing, confirm your intention to vacate in writing as soon as possible. Some landlords require up to 60 days written notification. Verify your new address in order to receive deposit refunds when applicable.
- Move what you want, and sell or donate the rest. Garage sales are a great way to streamline a move. You can also donate items to local charities.
- Update your address book to make sure that you have all of the contact information you need to stay in touch.

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### **2 to 4 weeks prior to move:**

- Return any borrowed items you or your family may have, such as video tapes, library books, and clothing.
- Transfer, resign, or sell memberships in clubs or associations.
- Arrange to have children's school records transferred to their new schools.

- Confirm new address with your former employer so that they can forward a copy of your W-2 form.
- Update pet vaccinations and keep records on hand.
- Have rugs and window treatments cleaned.

### **1 week prior to move:**

- Arrange for utility shut-off and hook-ups as needed. Remember to keep utilities active through the entire moving day. Keep the telephone service turned on, unless you prefer to use your cell phone on moving day. Either way, you will want to keep a telephone handy.
- Keep the essential "instant aid" box in a designated place so items remain easily accessible. This is important in case your household items are delayed in transit. You should include snacks, light bulbs, trash bags, soap, paper towels, clothes, and anything else that you might want easy access to in the event of a delay.
- Empty the refrigerator and freezer at least 24 hours before movers arrive. Allow time for all appliances to completely dry before packing in order to avoid mildew and mold. Charcoal will help dispel odors.

### **Final Checklist:**

- Take a last look around. Are the furnace and water shut off? Are light switches turned off? Have arrangements been made for utility disconnection? Are windows closed and locked? Have all keys and garage door openers been surrendered?

### **Moving Day:**

- Be organized! Point out special instructions and fragile items to the movers. Remember to keep cash or other method of payment for the movers. Sometimes payment is required before unloading can take place at the new residence.
- Relax! Unpack tomorrow. Enjoy lemonade with your new neighbors today!