

HOME BUYER RESOURCE GUIDE

MOVING PREPARATION SCHEDULE & CHECKLIST

A practical countdown from planning through settling in

How to use this guide: Begin with the stage closest to your move date and check off each completed task. Vendor availability and utility lead times vary, so schedule critical services as early as possible.

1-2 MONTHS BEFORE THE MOVE

- ☐ Create a binder or digital folder for moving records, including estimates, receipts and inventory lists.
- ☐ Choose your moving method (truck rental, professional movers or another option) and obtain cost estimates.
- ☐ Ask whether your employer provides relocation or moving-expense benefits.
- ☐ Research storage facilities if needed.
- ☐ Schedule disconnection and connection dates for utilities at the old and new homes.
- ☐ Plan how vehicles, plants, pets and valuables will be moved.
- ☐ Plan furniture placement at the new home using a floor plan or sketch.
- ☐ Hold a garage sale or donate, sell or discard unnecessary items.
- ☐ Schedule the transfer of medical, dental, school and other important records.
- ☐ Request copies of records you may need during or immediately after the move.
- ☐ Acquire packing materials, including boxes, tape, padding and markers.
- ☐ Complete any home repairs you committed to making.
- ☐ Return borrowed, checked-out and rented items.
- ☐ Retrieve items you have lent to others.
- ☐ Begin using stored food so there is less to move.

Utilities to schedule

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| ☐ Phone | ☐ Internet | ☐ Cable / TV |
| ☐ Water | ☐ Garbage | ☐ Gas |
| ☐ Electric | | |

3-4 WEEKS BEFORE THE MOVE

- ☐ Finalize the moving method and complete the necessary arrangements.
- ☐ Begin packing nonessential items.
- ☐ Label each box by room and contents.
- ☐ Separate valuables that you will transport personally and label them "DO NOT MOVE."
- ☐ Keep a designated box for furniture parts, hardware and essential tools; label it "PARTS / DO NOT MOVE."
- ☐ Create an inventory of items and box contents, including serial numbers for major items; use this opportunity to update your home inventory.
- ☐ Submit a Change of Address request through the U.S. Postal Service.
- ☐ Provide important contacts with your new address.
- ☐ Notify insurance companies and credit-card issuers of the address change.
- ☐ Cancel local accounts, memberships or automatic payment plans that will no longer be needed.
- ☐ Have vehicles serviced, especially if traveling a long distance.

Important contacts to notify

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| ☐ Employer(s) | ☐ Family & friends | ☐ Attorney |
| ☐ Accountant | ☐ Other advisers | ☐ Emergency contacts |

1-2 WEEKS BEFORE THE MOVE

- ☐ Continue packing and clean each area as you go.
- ☐ Pack separately the items you will need immediately at the new home.
- ☐ Arrange to take moving day off from work.
- ☐ Plan age-appropriate activities for children and involve them when possible.
- ☐ Arrange care for small children on moving day.
- ☐ Begin packing suitcases with clothing and personal items for the trip.
- ☐ Reconfirm the moving arrangements with everyone involved.
- ☐ Refill necessary prescriptions.
- ☐ Empty the safe-deposit box and secure the contents for travel.
- ☐ Schedule cancellation of services at the old home.
- ☐ Inspect furniture and note existing damage on your inventory.
- ☐ Disassemble furniture when necessary, including desks and shelves.
- ☐ Confirm that paperwork for the old and new homes is complete.
- ☐ If traveling far, notify credit-card issuers to reduce the risk of security holds.
- ☐ Properly dispose of or use prohibited moving materials such as paint, propane and gasoline.
- ☐ Try to use remaining perishable food.

Services to cancel or transfer

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| ☐ Newspaper | ☐ Housecleaning | ☐ Lawn service |
| ☐ Pool service | ☐ Water delivery | ☐ Other subscriptions |

2-4 DAYS BEFORE THE MOVE

- ☐ Confirm all moving details and verify that required paperwork is complete.
- ☐ Create a moving-day schedule or action plan.
- ☐ Confirm when and how the rental truck will be picked up, if applicable.
- ☐ Prepare for moving expenses, meals and lodging.
- ☐ Continue cleaning while packing.
- ☐ Defrost the freezer and clean the refrigerator.
- ☐ Keep essential tools handy, including screwdrivers, wrench, pliers and tape.
- ☐ Pack an essentials bag with water, snacks, medication, chargers, documents and pen and paper.
- ☐ Set aside boxes and items you will move personally, and confirm that your vehicle has adequate room.

MOVING DAY - LEAVING THE OLD HOME

- ☐ Remove bedding and disassemble beds.
- ☐ Pick up the rental truck early, if applicable.
- ☐ Walk movers and helpers through the home and explain the plan.
- ☐ Walk through the empty home and check every room, closet, cabinet and area behind doors.
- ☐ Leave appropriate contact information for new residents to forward misdirected mail.
- ☐ Complete the final inventory before movers leave and review the bill of lading before signing.
- ☐ Confirm that movers have the correct destination address and your phone number.

MOVING DAY - LEAVING THE OLD HOME (CONTINUED)

- ☐ Lock windows and doors and turn off lights.
- ☐ Secure a rented truck with a quality padlock.

MOVING DAY - AT THE NEW HOME

- ☐ Verify that essential utilities are working, especially electricity, water, heating and cooling.
- ☐ Perform an initial inspection, document damage and take photographs when needed.
- ☐ Clean the kitchen and vacuum areas where furniture will be placed.
- ☐ Direct movers and helpers to the correct rooms.
- ☐ Offer drinks and snacks, especially when helpers are volunteering.
- ☐ Assemble beds and add bedding.
- ☐ Begin unpacking the kitchen, bathroom, medication and other essential items first.

MOVING IN - WEEKS 1-2

- ☐ Check for damage while unpacking and note any deadline for moving-company or insurance claims.
- ☐ Replace or rekey exterior locks when appropriate and make at least two copies of new keys.
- ☐ Confirm that mail is arriving at the new address.
- ☐ Confirm that final utility bills for the previous home have been paid and services cancelled.
- ☐ Complete the remaining address-change notifications.
- ☐ Update your driver's license and vehicle registration within the required time period.
- ☐ Save local maps and important community contacts.
- ☐ Identify new doctors, dentists, pharmacies and other providers based on your needs and insurance.
- ☐ Update your home inventory, including photographs of rooms and valuable items.
- ☐ Update renters or homeowners insurance when needed.

Address-change checklist

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| ☐ Bank(s) | ☐ Credit cards | ☐ IRS |
| ☐ Loans | ☐ Insurance | ☐ Pension plans |
| ☐ Attorney | ☐ Accountant | ☐ Physicians |
| ☐ Family support | ☐ Subscriptions | ☐ Licenses |
| ☐ Memberships | ☐ Employer | ☐ Schools |

ENJOY YOUR NEW HOME!

Professionally,



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