

A Moving Check List

One Month Before Moving

- File Change of Address form with Post Office and with the Internal Revenue Service (IRS)
- Arrange with a moving company or reserve a moving truck. If you will be using a moving company, inquire about the level to which your goods are insured against theft and damage. Typically, this insurance is based on the weight, not the value, of an item. Check with your insurance agent to ensure you'll be covered through your home owner's or renter's policy during the move. If not, you may want to acquire additional coverage for your more valuable possessions.
- Transfer memberships in churches, clubs and civic organizations.
- Obtain forms required to request medical and dental records, e-rays and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.
- Set up bank accounts in your new city.
- Take inventory of your belongings before they're packed, in the event you need to file an insurance claim later. If possible, take pictures or video tape your belongings. Record serial numbers of electronic equipment.
- Make arrangements for transporting pets.

One to Two Weeks Before Moving

- Contact your new utility companies to have the utilities turned on in your name on the date you take possession of your new home. Inform your current utility companies to turn off the utilities at your old address. Utilities include electric, trash removal, water, sewer, cable, Internet, pest control, and lawn maintenance.
- If needed, arrange for help on moving day.
- Plan ahead for the special needs of any infants or small children you may have. Keeping them entertained and out from under foot is a sure way to prevent them from getting hurt during the packing and loading process.
- Close bank accounts and have your funds transferred to your new bank. Make sure there are no outstanding checks or automatic payments that haven't been processed.
- Retrieve valuables from safe-deposit boxes. Make copies of any important documents before mailing or hand carrying them to your new address. Things have a tendency to get lost during a move.



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On Moving Day

- Double check closets, drawers, shelves, attic, garage, shed, and any other storage areas to be sure they are empty.
- Carry important documents, currency, and jewelry yourself. If you must mail it, use registered mail.
- Cats and Dogs: If you take your pets in your car remember to take along food, water, a leash for letting your pet out of the car, and newspaper or sheets to keep your car clean. Animals can get car-sick and will require frequent stops along the way. Also, check ahead to see if the hotel where you are staying allows pets.
- Make an inventory of what goes in to each box and make sure the head of the moving crew legibly and accurately inventories each item as it's loaded. Review the list before signing the bill of lading. This is your contract with the mover, which sets out what services you are paying for. Read both documents carefully. Keep the contract and inventory to check off items as they come off the truck at your new home.
- Mark each of the boxes with the name of the room in which it is to be placed at your new home.

Arriving at your New Home

- Be present as each item enters the home to direct the mover's to the room in which each box or piece of furniture is to be placed.
- Renew your driver's license, auto registration and tags.
- Shop around for new insurance policies, especially auto coverage.
- Revise your will and other legal papers to avoid longer probate and higher legal fees.
- Locate the hospitals, police stations, veterinarian and fire stations near your home.
- Take pictures of major items when unpacking. If the item should be damaged, save the packing material and call the company to send an agent if movers have already left.

Hopefully this information has been helpful. If you would like more information about moving, you may want to visit one of the following web sites:

The USPS Complete Guide to Moving - <http://www.usps.com/moversguide/>

Your Rights and Responsibilities When You Move - <http://www.fmcsa.dot.gov/factsfigs/rights.htm>