

## **Your Moving Checklist**

Submitted by the Richmond Association of REALTORS®

The summer months typically find many families relocating to new homes before the start of another school year. Whether your move takes you across the country or just down the street, the relocation process requires many preparations. With much to do in a short amount of time, it helps to have a plan to execute your move as seamlessly as possible. The following is a checklist of the most important things to keep in mind when relocating. To see a full copy of the list or to find more information on relocating, please visit <http://www.centralvirginiahomesearch.com/relocating/index.htm>.

### **Eight Weeks Before**

- Remove unnecessary items from your attic, basement, or storage shed.
- Use things you can't move, such as frozen foods and cleaning products.
- Begin gathering estimates from moving companies and inquire about insurance.

### **Six Weeks Before**

- Notify friends, relatives, professionals, creditors, and anyone else of importance.
- Complete a change of address via post-office cards or an online service for the following: banks, credit cards, subscriptions, doctors and dentists, schools, and other relevant organizations.
- Hold a moving sale or donate items to charities.
- Choose a mover and make arrangements.
- If relocating due to a job, contact your employer to see what costs, if any, are covered.

### **Four Weeks Before**

- Gather important documents such as auto licensing and registration documents; medical, dental and school records; birth certificates; wills, deeds, stock and other financial documentation.
- Go to HomeSetUpExpress and contact relevant companies (gas, electric, water, phone, cable) for service disconnect/connect at your old and new addresses.
- Contact insurance companies (auto, homeowner's, medical, and life) to arrange for coverage in your new home.

### **Two to Three Weeks Before**

- Make your travel plans, including transportation arrangements for children, pets and plants.
- Arrange to close current bank accounts and open accounts in your new locale if necessary.
- Notify your state's DMV of your new address.
- Contact your moving company and review arrangements for your move.

## **One Week Before**

- Prepare detailed directions and an itinerary with emergency numbers for your moving company.
- Take pets to the veterinarian and get copies of their records.
- Cancel newspaper delivery.
- Have prescriptions forwarded to your new pharmacy.
- Make arrangements to pay for your move.

## **Two to Three Days Before**

- Defrost refrigerators and freezers, and disconnect major appliances
- Consider gathering all valuables and giving them to family or friends to hold until the move is completed.
- Contact your moving company for any updates.
- Pack items you'll need immediately including sheets, towels, toiletries, phone, alarm clock, and clothes. Keep these items with you during the move.

## **Moving Day**

- Answer any questions your mover may have and stay until everything is packed.
- Record all utility meter readings (gas, electric, and water).
- Complete information on the bill of lading and carefully read the document and the inventory sheet before signing it.
- Keep your copies of the bill of lading and inventory until your possessions are delivered, the charges are paid, and any claims are settled.
- Give movers the directions to your new home, and an emergency number where you can be reached during the move.

## **At Destination**

- Be at the destination to welcome the movers and answer any questions.
- After the job is completed, pay what is owed. The driver is obligated by law (a Federal requirement for interstate moves) to collect payment upon delivery.
- Check carefully for any damaged or missing items.
- Collect held mail from the post office.