

Relocation Moving Checklist

Here is a checklist to help assist you in your move. These items can be checked off one by one as you take care of each item. Starting and completing your checklist as early as possible, will help you as you get closer to “Move Day” and things become hectic.

Remember, always check your relocation policy, if you have one, to determine what expenses will be paid for by your company.

Immediately begin:

- Create a container / envelope to store all expense receipts relating to your move.
- Get written estimates from moving companies to include pickup date, delivery date, what type of insurance purchased (replacement cost?) and procedures. Ask for references.
- Arrange transportation of pets and/or automobiles
- Submit change-of-address to post office. Can be done online at: www.USPS.com
- Give day care center proper notice of withdrawal per your agreement
- Cancel memberships at gyms and clubs with proper notice per your agreement
- Contact schools and arrange for transfer of student records
- Contact your doctors for medical records and possible referral to new area physicians.
- Change your insurance policies on property, auto and medical
- Organize all important documents in a fire-safe portable box (birth cert., wills, etc.)
- Arrange for hotels, rentals cars or temporary housing as needed.

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3 Weeks before your move:

- Take a ruthless walk through your home to determine what you really want to take
- Tag and set aside items identified for garage sale or charities
- Arrange for disconnection or change over of utilities
- Begin packing your less-used items. Number and label each box, keeping a log of box number with contents.
- Return DVD's cancel memberships with online and/or area movie locations
- Return all library books
- Clean out cupboards of perishables and don't buy more than you need for the next 3 weeks.

1 Week before the move:

- Make an inventory of all items going with you personally in the move. Keep valuable and irreplaceable items such as jewelry and heirlooms with you, not the movers. Remember, to leave space for last minute items you may have forgotten to pack.
- Confirm arrangements, dates and times with your moving and storage companies
- Confirm all arrangements with auto and pet transportation
- Confirm hotel, car rental, temporary housing arrangements (directions and parking instructions if needed)
- Clean out freezers

- Take pictures of furniture and / of valuable items
- Set aside a box of cleaning supplies and the vacuum cleaner.
- Begin making a “Move Day Box” for the move to include pens, envelopes, paper plates, towels, Band-Aids, trash bags, spare car keys, address book, etc.
- Reconcile and close bank accounts, unless you are using the same bank at the new location.
- 1-2 days before “Move Day”, defrost the refrigerator and freezer.

Moving Day:

- Confirm delivery address, directions and delivery date with the movers. Leave your cell phone numbers with the drivers.
- Carefully supervise the move. Make sure boxes are clearly marked and your instructions are understood.
- Clean the home and check the entire grounds before the movers leave to make sure all has been packed. (Including outside sheds/storage areas)
- If your home is vacant when you leave – make sure someone you trust locally has a copy of your home keys.

Arrival Day:

- Check to make sure all utilities are on and working properly.
- Let family members know you arrived safely
- Supervise moving crew
- Go over the Bill of Lading from the moving company very carefully before signing. Once signed that all is okay – this is usually binding.

Should you need any assistance in your move, please feel free to contact:

Rock County:
Jennifer Wagner
800-236-4196
Jennifer.Wagner@coldwellbanker.com

Dane County:
Jennifer Stinnett
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JStinnett@cbsuccessrealty.com