



## **Before the Big Move: A Checklist**

You've done your research, visited prospective homes, received your mortgage pre-approval and found the home that fits your needs. Congratulations! But you're not done—yet. There's still that rather important matter of moving your possessions—and your life—into your new home. Here's a helpful guide to get you organized:

### 8 to 10 Weeks Before You Move:

Talk with your Sales Representative to discuss tentative walk through/closing dates. It's extremely important that you stay in frequent contact with your Sales Representative to verify these dates. With the complexity of building your home, these dates are subject to change.

- Create a "Moving File" to keep track of estimates, receipts, moving checklist and important information.
- Investigate moving options. Check rates/availability. For company moves, ask your employer what moving expenses they cover.
- Check with the IRS/your tax advisor to see what expenses can be deducted.
- Begin taking room inventory and deciding what to discard. Consider a yard sale or contact your local charities.
- Inventory all household items. Record serial numbers/document with photographs.
- Get to know the area surrounding your new community. Your Sales Representative, the community page of our website, and a relocating package from your new city's Chamber of Commerce are great resources.
- Some items you may want to inquire about:
  - Local Utility Companies
  - Doctors, Dentists, Pharmacies
  - Health Care Facilities
  - Schools and Daycare
  - Places of Worship
  - Hospitals, Fire Stations, Police Stations
  - Shopping Centers
  - Banks
  - Veterinarians
  - Lawn and Pool Maintenance Services
  - House Cleaning Services
  - Storage Facilities
  - Internet Service Providers

### 6 to 8 Weeks Before You Move

- Review your walk through and closing dates with your Sales Representative.
- Contact member organizations. Ask how you can end, sell or transfer memberships.
- Gather medical and dental records. Get referrals to a provider in your new area.
- Have children's school records transferred to new school districts and/or daycare.
- Use things that can't be moved, such as frozen foods, bleach, cleaning supplies and aerosol cleaners.



#### 4 to 6 Weeks Before You Move

- Check with your Sales Representative to review your walk through and closing dates.
- Call your insurance companies (auto, homeowner's, medical, and life) to see what changes to expect in your policies. Ask if moving is covered. If not, consider mover's insurance.
- Complete a change of address card for:
  - Banks
  - Credit Cards
  - Doctors and Dentists
  - Friends and Relatives
  - IRS/Social Security Administration
  - Insurance Agents, Lawyer, CPA and Stockbroker
  - Schools
  - Religious Organizations
  - Magazines/Newspaper Publications
- Inventory and photograph items of value or that are difficult to replace (jewelry, antiques, wills, stock certificates, art collections, photographs, etc). Consider shipping valuable items by Certified Mail, UPS, Federal Express or personally moving them.
- Select your mover. Get an itemized list of all moving related costs and review them with your mover. Moving companies have a list of items they will not move, such as plants, flammable items, and firearms. Make arrangements to have these items moved separately.
- Start packing items you don't use often. If packing and moving by yourself, make a list and stock up on your packing materials. Label the boxes; make a note of the contents in the box, whether it's fragile and the room where it belongs. Note if the box needs to be opened first.
- Packing materials for your move:
  - Boxes
  - Plastic bags
  - Newspapers
  - Packing tape
  - Markers
  - Bubble wrap
  - Tissue paper
  - Dolly
  - Packing Blankets
- Packing Tips:
  - Pack heavy items in small boxes
  - Wrap fragile items in newspaper, bubble wrap, or towels
  - Leave lamps, china, and artwork for professional movers to pack
  - Don't overstuff boxes, leave some room at the top
  - Never pack jewelry, important papers or prescription medicine
  - Tape cords under all electrical appliances
  - Don't tape furniture doors and drawers – tape damages them
- If you rent, contact your landlord, give a 30-day written notice or refer to your Rental Agreement for the appropriate number of days needed for termination notice, and request security deposit refund.



- Request refunds on any unused renter's or homeowner's insurance.
- Notify your newspaper carrier, lawn services, maid service, security company, and any others who regularly work at your home. Set a date to cancel these services.

#### 2 to 3 Weeks Before You Move

- Check with your Sales Representative to review your walk through and closing dates.
- Confirm the pick-up and delivery dates with the moving company.
- Contact gas, water, electric, telephone, cable TV, trash collection, newspaper delivery and other services for disconnect, transfer, or connect at your new address. Ask for final billings.
- Select a new bank. Arrange to transfer and/or close current bank accounts and open them in your new location (if applicable). Clear out safety deposit boxes.
- Gather car licensing and registration documents, medical, dental, school records, birth certificates, pet records, wills, deeds, stock certificates and any other financial documents.
- Notify the Department of Motor Vehicles of your new address.
- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up. Resolve outstanding bills with your local merchants.
- You may want to arrange for childcare services on the day the movers will be picking up your items.
- Arrange for any special transport needs for pets, plants, jewelry and valuable items.
- Make a list of items you'll need with you on moving day, such as medications, first aid kit, toys/games for the kids, snacks, and valuable items.

#### One Week Before You Move

- Confirm with your Sales Representative to review your walk through and closing dates.
- Fill any necessary prescriptions and medications needed for the next two weeks.
- Prepare and give detailed directions to your new home to your moving company (drivers). Provide them with your travel itinerary and emergency telephone numbers.
- Dispose of all flammable items, such as paint, gasoline, aerosol cans and any other items the movers will not take. Drain gas and oil from all power equipment, gas grills, kerosene heaters, etc.

#### A Few Days Before You Move

- Finish packing.
- Empty, defrost and clean refrigerators and freezers at least 24 hours before moving day.
- Disconnect and prepare all major appliances for loading.
- Contact the moving company for any last minute updates.
- Pack items you will need for your first night, such as, toiletries, change of clothes, sheets, towels, phone, alarm clock and flashlight.



- Pack an Essentials Kit, which should include:
  - Water and/or other beverages
  - Snacks
  - Toilet paper
  - Paper towels
  - Paper plates and cups
  - Coffee maker and coffee
  - Plastic utensils
  - Scissors and utility knife
  - Masking and/or duct tape
  - Pen and notepad
  - Trash bags
  - Flashlight and extra batteries
- DO NOT disconnect your telephone until the day after loading.

#### Moving Day

- Be home to answer any mover questions.
- Record all utility meter readings.
- Stay until movers are finished. Take a final walk through with the movers to ensure items are packed and loaded.
- Complete bill of lading and carefully read the document and inventory list before signing.
- Keep your copies of the bill of lading and inventory list in a safe place until your possessions are delivered, the charges are paid, and any claims are settled.
- Give the movers the detailed directions to your new home and an emergency telephone number (cell number if possible) where you can be reached.

#### At Your New Home

- Be available to greet the movers and to answer questions.
- While the movers are unloading your possessions, unpack your first night items and Essentials Kit.
- Account for all of your items with the movers by checking it against the inventory list. Check for damaged and missing items. Prepare any necessary claims. Pay the movers. Place the moving and other important documents in a safe place.
- Go to the post office and collect your held mail.
- Buy and send out "We've Moved" cards with your new address.
- Relax and enjoy your new Concordia® Home!