

MOVING

Checklist

FOR SELLERS



MOVING CHECKLIST

2-9 Weeks Away



6-9 WEEKS OUT

- START RESEARCHING MOVING COMPANIES
- DECIDE ON A MOVING COMPANY AND SET A MOVING DATE
- GET RID OF ITEMS THAT YOU DO NOT WANT TO MOVE. HAVE A GARAGE SALE OR DONATE THOSE ITEMS
- BEGIN PACKING UNESSENTIAL ITEMS. PACKING UP ROOMS THAT DON'T GET USED AS MUCH
- BEGIN PACKING OUT OF SEASON ITEMS
- MAKE A LIST OF EVERYONE TO CONTACT REGARDING YOUR CHANGE OF ADDRESS
- NOTIFY YOUR CHANGE OR ADDRESS TO SERVICE PROVIDERS (CLEANERS, LAWN SERVICE, HOME SECURITY ETC.)
- NOTIFY SCHOOLS AND REQUEST RECORDS BE TRANSFERRED TO NEW SCHOOL IF NECESSARY
- PLACE ALL MOVING RELATED DOCUMENTS IN A FILE AND PLACE IN AN EASY TO FIND LOCATION
- BEGIN CONSUMING AS MANY FROZEN FOODS AS POSSIBLE

4-6 WEEKS OUT

- SUBMIT A CHANGE OF ADDRESS FORM AT YOUR LOCAL POST OFFICE
- NOTIFY ALL IMPORTANT CONTACTS OF YOUR MOVE
- COMPILE ALL MEDICAL & DENTAL RECORDS. REQUEST RECORDS TO BE TRANSFERRED TO NEW OFFICE IF NECESSARY
- BEGIN RETURNING BORROWED ITEMS
- COMPILE ALL VALUABLE ITEMS AND PLACE IN SAFETY DEPOSIT BOX
- GET RID OF HAZARDOUS MATERIALS
- INSURE YOU HAVE INSURANCE COVERAGE THROUGH OUT THE MOVE
- SCHEDULE UTILITY SERVICES TO THE NEW HOME
- SCHEDULE DISCONNECTION OF UTILITY SERVICES TO THE SOLD HOME
- ARRANGE FOR CLEANING OF NEW AND SOLD HOME

2 WEEKS OUT

BEGIN PACKING. LABEL EACH BOX WITH ROOM NAME - WHERE THEY WILL GO IN NEW HOME - AND LIST GENERAL CONTENTS

- PACK ROOMS AND ITEMS THAT DON'T GET AS MUCH USE. TOYS, COAT CLOSETS, STORAGE CLOSETS, CHINA
- PACK NON ESSENTIALS
- DRAIN FLUIDS FROM YARD TOOLS
- MAKE A MEAL PLAN FOR THE WEEK OF MOVING
- CONSUME AS MANY REFRIGERATED AND FRESH FOODS AS POSSIBLE

MOVING CHECKLIST

1 Week Away



1 WEEK OUT

- ☐ PACK A SMALL SUITCASE WITH CLOTHING & PERSONAL ITEMS YOU MIGHT NEED DURING THE MOVE
- ☐ MAKE CHILD CARE ARRANGEMENTS FOR MOVING DAY IF POSSIBLE
- ☐ TRANSFER BANK ACCOUNTS IF NEEDED
- ☐ MAKE ARRANGEMENTS FOR PETS FOR MOVING DAY OR ENSURE YOU HAVE ALL ITEMS NEEDED FOR THEM
- ☐ FINISH PACKING
- ☐ CONFIRM MOVING DETAILS WITH MOVER
- ☐ EMPTY SAFETY DEPOSIT BOXES

MOVING DAY

- ☐ EMPTY, DEFROST AND CLEAN REFRIGERATOR AND FREEZER 24 HOURS BEFORE MOVING
- ☐ WALK THROUGH WITH MOVERS NOTIFY THEM OF ANY SPECIAL PACKING DETAILS
- ☐ CHECK UTILITY METERS AND RECORD READINGS
- ☐ CLEAN THE EMPTY ROOMS WELL AFTER MOVERS HAVE COMPLETED THE ROOM
- ☐ CHECK ALL CLOSETS AND STORAGE AREAS FOR LEFT ITEMS
- ☐ WALK THROUGH ENTIRE HOUSE AND MAKE SURE NOTHING HAS BEEN LEFT BEHIND
- ☐ TAKE VALUABLES AND IMPORTANT DOCUMENTS YOU SAVED AWAY
- ☐ DISCONNECT PHONE AND LOCK ALL WINDOWS AND DOORS
- ☐ TURN OFF ALL LIGHTS
- ☐ SAY GOODBYE TO NEIGHBORS

UNPACKING

- ☐ GO THROUGH EACH ROOM AND DECIDE WHERE THINGS MIGHT BE PLACED. LABEL IF NECESSARY.
- ☐ UNPACK ONE ROOM AT A TIME
- ☐ ANY ITEMS YOU HAVE PACKED THAT YOU DECIDE NOT TO KEEP, PLACE IN A SPECIAL LOCATION
- ☐ COLLECT ALL PACKING MATERIAL AS YOU UNPACK AND SET ASIDE TO RECYCLE
- ☐ RELAX AND GIVE YOURSELF SOME GRACE. BE FLEXIBLE! DECIDING THE BEST LOCATION FOR THINGS CAN BE A FLUID PROCESS.

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