

Moving Checklist

6 Weeks Before

- If you are having a moving sale, plan the date, time, etc.
- Start a receipt envelope for all your moving expenses.
- Gather auto licensing and registration documents, medical, dental and school records, birth certificates, wills, deeds, stock and other financial documentation, etc.
- Arrange for school transcripts to be sent to the new school.
- Have W-2's and other tax forms forwarded.
- Send your change of address card to the Post Office.
- Obtain estimates from truck rental companies or moving companies and determine your town's parking rules.
- Begin the off-site storage process (if applicable).
- Call or visit www.1800cleanup.org for locations to take hazardous materials.

5 Weeks Before

- If you are having a moving sale, begin cleaning and pricing items.
- Contact charitable organizations or check with your community (www.state.nj.us/localgov.htm) to donate unwanted household goods, clothing, etc.
- Ask your insurance agent to make sure your possessions are covered during the move to your new home.
- Transfer or obtain insurance for your new home.
- Obtain items necessary for packing: boxes, packing materials, heavy-duty tape, scissors, felt markers.

4 Weeks Before

- Start Packing.
- Register children in their new school.
- If you're having a sale, continue cleaning and pricing items. Place your ad.
- Make sure your change of address cards are in the mail (see checklist on reverse side).
- Contact gas, electric, oil, water, telephone, cable TV, newspaper and trash collection companies for service disconnect/connect at your old and new addresses. Also, ask for final readings.
- Be sure your Coldwell Banker Home Protection Plan is in place.

3 Weeks Before

- Hold your moving sale.
- Select a new bank if you are moving out of the area.
- Take pets to the veterinarian and get copies of their records. Make arrangements for their move.
- Schedule cleaning service for final cleaning.

1 Week Before

- Get a bank or certified check for movers.
- Drain gas & oil from power equipment.
- Close your checking and savings accounts. Have funds transferred to your new bank.
- Finish packing, leaving only the absolute necessities to be packed on moving day.
- Give mover specific directions to your new home and prepare a sketch of your new floor plan to help your movers place the boxes and furniture in the right rooms.
- Return leased/borrowed items.
- Check your prescriptions to make sure you have enough to get you through your move.
- Get trash and recycling pick-up schedule for new home.

Moving Day

- Go through closets, basement, garage, etc., to make sure nothing is left behind.
- Don't leave home until the moving truck is completely loaded and on its way.
- Record all utility meter readings (gas, electric, and water).
- Leave house keys with your real estate sales associate or the new owners.
- Plan to rekey locks at your next home.
- Pack a survival box with important phone numbers, bathroom supplies, pocket knife, box opener.