

# MOVING CHECKLIST

## One Month Prior

- \_ Take inventory of items to be moved.
- \_ Document all valuables
- \_ Consider having a moving sale
- \_ Notify Post Office and correspondents of new address
- \_ Notify insurance company of new location for covering life, health, home and auto
- \_ Make list of names, addresses and phone numbers you will need throughout the moving process
- \_ Secure reservations with moving company

## Two Weeks Prior

- \_ Notify utility companies (gas, electric, phone and garbage ) of move. Set up for new address.
- \_ Notify kids' schools of move. Register them in new location
- \_ Make arrangements to move plants and pets

## One Week Prior

- \_ Change over all delivery services
- \_ Keep detailed records and receipts of moving expenses for tax and reimbursement purposes
- \_ Prepare "ready box" for last-on/first-off the moving van. Include tools, bathroom essentials, first aid supplies, medications, paper plates and cups and garbage bags
- \_ Defrost and clean refrigerator and freezer at least 24 hours prior to move
- \_ Make arrangements for transportation of all valuables and personal documents

## Day Before

- \_ Gather house keys, broiler pans. Landscape/house plants, instruction manuals and garage door openers to leave for new owners
- \_ Pack valuables you plan to take with you personally

## Day of Move Out

- \_ Check all closets, cupboards and shelves to make sure nothing was left behind
- \_ Record van driver's name. Give movers contact numbers and directions to new address

## Day of Move In

- \_ Check appliances, furnace and hot water heater
- \_ Note inventory for damages that may have occurred during move
- \_ Check on service of telephone, gas, electricity, water and garbage
- \_ Ask mailman for mail that may have been held for your arrival

## At Your New Address

- \_ Have new address recorded on Driver's license
- \_ Register vehicles and pets
- \_ Register to vote
- \_ Arrange for medical services: doctor, dentist, veterinarian, etc.
- \_ Register children in school
- \_ Register family in new place of worship
- \_ Send thank you notes to those who helped

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