MOVING CHECKLIST

Tips for planning your move

CHICAGO TITLE OF COLORADO

SIX WEEKS BEFORE

- ☐ **Create an inventory sheet of items to move.**
- ☐ **Research moving options.** You'll need to decide if yours is a do-it-yourself move or if you'll be using a moving company.
- ☐ **Request moving quotes.** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services within moving companies.
- ☐ **Discard unnecessary items.** Moving is a great time for ridding yourself of unnecessary items. Have a yard sale or donate items to charity.
- ☐ **Get packing materials.** Gather moving boxes and packing paper, tape and other materials for your move.
- ☐ **Contact insurance companies.** (Life, Health, Fire, Auto). You'll need to contact your insurance agent to cancel/transfer your insurance policy. Do not cancel your insurance policy until you have closed escrow on the sale.
- ☐ **Seek employer benefits.** If your move is work-related, your employer may provide funding for the moving expenses. Your human resources rep should have information on this policy.
- ☐ **Change schools.** If changing schools, contact new school for registration process.

FOUR WEEKS BEFORE

- ☐ **Contact utility companies.** Set turnoff date, seek refunds and deposits and notify them of your new address.
- ☐ **Obtain your medical records.** Contact your doctors, dentists and other medical specialists who may be reataining any of your family's medical records. Obtain these records or arrange to have them transferred to your new medical facilities.
- ☐ **Note food inventory levels.** Check your cupboards, refrigerator and freezer to use up as much of your perishable food as possible.
- ☐ **Service small engines.** Extract gas and oil from small machines to reduce the chance of fire during your move.
- ☐ **Protect valuables.** Transfer jewelry and valuables to a safety deposit box so they cannot be lost or stolen during your move.
- ☐ **Return borrowed or rented items.** Collect items you may have borrow or rented and return to proper owners.

ONE WEEK BEFORE

- ☐ **Plan your itinerary.** Make plans to spend the entire moving day at the house or at least until the movers are on their way. Someone will need to be around to make decisions. Make plans for kids and pets to be at the sitters for the day.
- ☐ **Change of address.** Visit USPS.com to change your mailing address.
- ☐ **Notify bank of address change. Contact your bank to** change your address. Make sure to have a money order for paying the moving company if you are transferring or closing your accounts.
- ☐ **Service automobiles.** If automobiles will be driven long distances, you'll want to have them serviced for a trouble-free drive.
- ☐ **Cancel services.** Notify remaining service providers (newspaper, lawn services, etc.) of your move.
- ☐ **Start packing.** Begin packing boxes for your new location.
- ☐ **Set aside travel items.** Be sure not to pack away items you'll need while traveling or items you might need in your new home.
- ☐ **Scan your furniture.** Check furniture for scratches and dents so you can compare notes with your mover on moving day.
- ☐ **Prepare floor plan.** Prepare floor plan for your new home to avoid confusion for you and your movers.

MOVING DAY

- ☐ **Review the house.** Once the house is empty, check the entire house (closets, the attic, basement, etc.) to ensure no items are left or no home issues exist.
- ☐ **Sign the bill of lading. Once you are satisfied with the** mover's packing your items into the truck, sign the bill of lading. If possible, accompany your mover while the truck is being weighed.
- ☐ **Confirm details with your mover.** Make sure your mover has the new address and your contact information should they have any questions during your move.
- ☐ **Vacate your home.** Make sure the utilities are off, doors and windows are locked and notify your real estate agent you've left the property.

CHICAGO TITLE

BEST **PEOPLE**. BEST **SERVICE**. BEST **EXPERIENCE**.