

MOVING CHECKLIST

If you are moving out of town:

- Decide what to move and what not to move. Possibly plan a garage sale.
- Get estimates from several moving companies or truck rental companies, depending on how you plan to make the move.
- Plan your travel itinerary and make transportation and lodging reservations in advance. (Leave a copy with a friend or relative.)
- Transfer bank accounts.
- Request records from doctors, dentists, eye doctors, and veterinarians.
- Obtain your children's school records to make for an easier transfer.
- Draw up a floor plan of where your furniture should be placed in your new home. This will help prevent confusion for you and your movers.
- Pay existing bills and close out local charge accounts.
- Record expenses incurred during your house-hunting trips. Save your moving expense receipts (if the move is employment-related) for tax deduction purposes.
- Allow The Holland Group to refer you to a competent agent in the area in which you are relocating.

If you are moving locally:

- Decide what to move and what not to move. Possibly plan a garage sale.
- Get estimates from several moving companies or truck rental companies if you are not moving yourself. Be sure to obtain a hand truck for large, heavy items if you are moving yourself. Also, remember you can use our moving truck **FREE!**
- Arrange transfer of children's school records, if applicable.
- Draw up a floor plan of where your furniture should be placed in your new home. This will help prevent confusion for you and your movers.
- Arrange special movers for your expensive items, such as a piano, pool table or above-ground pool.
- Make sure you purchase your new home through The Holland Group.

Don't Forget:

- Cancel or transfer deliveries, newspaper, garbage collection, etc. Coordinate the transfer of utilities (gas, electric, water, sewer) with the next occupant of your old home, as well as with the previous owner of your new home, so as to avoid a lapse in service and extra re-start expenses.
- Check on personal items that might be at the photo shop, in a safe-deposit box, at a neighbor's house, on layaway, or at a repair shop.
- Make arrangements for transporting your plants and pets.
- Save the phone book from your former city residence for tying up loose ends or for future correspondence.
- Transfer insurance policies or arrange for new policies.
- Gather all valuables, jewelry, important papers (birth certificates, deeds, other documents) to take with you personally.
- Have your car(s) serviced for the trip.
- Pack a survival kit of necessities just in case you arrive before the movers.
- Arrange utility services for your new home.
- Purchase moving insurance. Your mover's liability for lost or damaged goods will not equal their replacement cost.
- Appraise valuable items, such as antiques, art pieces, etc.
- Check with your attorney about your will if crossing state lines.
- Ask for professional referrals, if available (i.e. doctor, accountant, child care, dentist).
- Notify others of your new address: post office, banks, charge accounts, subscriptions, friends and family, national and alumni organizations, church, mail order club, any firms with which you have time payments, past employer in order to receive your W-2 or 1099 forms.
- Save your old address labels to speed up your change-of-address forms.