



MOVING CHECKLIST

I. General Checklist for Moving

- Notify post office and send out change of address cards to companies to inform of move: telephone ____, insurance ____, mail order clubs ____, book and record clubs ____, electric company ____, gas or fuel oil ____, property tax dept. ____, laundry ____, newspapers ____, magazines ____, doctor ____, dentist ____, community center ____, lawyer ____, accountant ____, stockbroker ____, cable TV ____, motor vehicle branch ____, vets ____, credit card companies ____, motor club ____.
- Sell, give away or discard unnecessary belongings
- Transfer or resign club association memberships
- Get letter of introduction to church, new clubs
- Get school records for transfer to new school
- Get all medical dental, birth, baptism and marriage records.
- Transfer house, car, personal insurance records and check into auto licensing requirements
- Return all items borrowed; collect all items loaned
- Arrange for connection and shutting off of utilities
- Dispose of flammable items
- Have meters read
- Use up perishable food
- Clean rugs and drapes
- Plan for children and pets on moving day
- Get pet immunization records
- Leave house clean for new occupants
- Transfer prescriptions for drugs and eyeglasses
- Return library books
- Transfer stocks, bank accounts, contents of safety box

II. Selling Your House Checklist

- Keep lawn trimmed and edged in summer
- Clear ice and snow from walks and veranda in winter
- Keep windows clean
- Keep entrance and stairways clean
- Assure there is no clutter
- Keep kitchen, bedrooms tidy
- Keep bathroom spotless
- Clear and clean out basement
- Have all appliances, extras, in good order
- Repair defects that can annoy buyers (drippy taps, sticking doors, loose tiles)

- ___ If possible, leave when salesperson is showing home
- ___ Do not accompany salesperson on inspection tour
- ___ Keep pets out of the house
- ___ Do not discuss price with buyer; agent will do that
- ___ Turn on all lights to brighten rooms
- ___ Keep plants, flowers for cheery note
- ___ Leave furniture in place until house is sold

III. **Renting Checklist**

- ___ Check age of apartment building
- ___ Check soundproofing
- ___ Check elevator service
- ___ Are corridors free of odors?
- ___ What appliances are included? What condition are they in?
- ___ Are there enough telephone and electrical outlets?
- ___ Adequate storage space?
- ___ Are carpets and drapes included? Any furniture?
- ___ Check recreation facilities of building or complex
- ___ Check access to laundry, storage
- ___ Sufficient guest parking?
- ___ Security of building and garage?
- ___ Who do you go to when something breaks down: manager, caretaker?
- ___ What is included in rent: electricity, cable TV, parking?
- ___ Are trash and laundry areas neat and tidy?
- ___ Have lawyer read lease
- ___ Check subletting section of lease
- ___ Do you have to give security deposit? How much? Repayment?
- ___ Check restrictions on children, pets, musical instruments, parties
- ___ Check regulations and payment for decoration and/or renovation
- ___ Is the building air conditioned?
- ___ What maintenance is landlord responsible for? Rug cleaning, drapes, windows, janitor service?
- ___ Is there an option to buy?
- ___ Is hot water supply sufficient? Water pressure (in high rise)?
- ___ Have landlord check condition of apartment with you before you move in

IV. **Checklist for Buying House**

- ___ Check general condition of home
- ___ Is foundation solid? Check for cracks
- ___ Check age of furnace, water heater, and air conditioner
- ___ Are pipes galvanized iron or copper?
- ___ Is laundry room convenient?
- ___ Is wiring adequate? Electrical outlets?
- ___ Is storage adequate?
- ___ Is there a closet in the front hall?
- ___ Is traffic flow easy?

- ___ Check for water stains in basement
- ___ Does it get enough natural light during the day?
- ___ Are work areas well lit?
- ___ Check sewer system - is there enough water pressure?
- ___ Do your rugs and drapes fit?
- ___ Any serious renovations needed?
- ___ What extras do you need?
- ___ Are there storm windows and screens?
- ___ Is insulation, soundproofing adequate?
- ___ Is drainage adequate on all sides?
- ___ Is TV antenna included?
- ___ How big is water heater?
- ___ Do fireplace and damper work?
- ___ Check taxes, heating and utility bills
- ___ Does a mortgage have to be assumed? Check cancellation clause
- ___ Check maintenance costs, year round
- ___ Are streets well lit?
- ___ Are there shade trees?
- ___ Examine protective covenants
- ___ What is the crime rate in the area?
- ___ Check fire insurance coverage
- ___ Check for electrical outlet in bathroom
- ___ Check chimney for defects
- ___ How up-to-date is paint job?
- ___ Check for hose connections
- ___ Is lot big enough for your family?
- ___ Check driveway for paving, slope and length (if in snowy area)
- ___ Any appliances included? Rugs? Drapes?
- ___ Does size and layout provide enough privacy?
- ___ Amount of counter space in kitchen? Cupboards?
- ___ Condition of appliances? Air conditioner?
- ___ Check flooring throughout house
- ___ Check view from each room
- ___ Do windows and doors permit cross ventilation?
- ___ Check for exhaust fan in bathroom
- ___ Are there plane or train routes nearby? Bus?
- ___ Are there industries nearby?
- ___ Check future plans for community
- ___ Check shopping facilities
- ___ Are schools highly rated? Close by?
- ___ Don't let emotions influence your choice
- ___ Contact a reputable building inspector for qualified appraisal of house if in doubt

V. **Buying a New Home, Condominium Checklist**

- ___ Is the builder reputable?
- ___ Does the Better Business Bureau have a file on him?
- ___ Does the builder belong to the local builders association? Is the house registered under the homeowners warranty plan?
- ___ Who pays for landscaping? Other shared services?

- ___ Check community plan for schools, centers, traffic
- ___ Check zoning by-laws, if applicable
- ___ Is completion date guaranteed?
- ___ Have lawyer check contract deed, title, restrictions on re-sale, corporation, boundaries, re-purchase guarantee, fire insurance, (if applicable).
- ___ What restrictions exist re: pets, children, parties?
- ___ Are parking, storage facilities adequate?

VI. **Cost Checklist**

- ___ Check land transfer taxes
- ___ Check tax increases, deductions and exemptions on move
- ___ If the company is moving your family, check what they will pay for: hotels, meals, movers, house-hunting trips, transportation of family, moving insurance, storage, lawyer's fees, loss on house sale or rent, mortgage penalty, real estate commissions, overlapping expenses, travel for spouse prior to move, housing policy.
- ___ Net revenue from selling or renting current home
- ___ Cost of house hunting trips
- ___ Cost of new home
- ___ Check lawyer's fees
- ___ Check mortgage transfer
- ___ Will there be an increase in mortgage costs?
- ___ Will there be a lapse in paychecks during move?
- ___ Check costs re: move, transportation, food, kennels, sitter
- ___ Check living expenses in new community
- ___ Will you need a second car?
- ___ Check new land taxes; and personal taxes/exemptions
- ___ Renovations to new home?
- ___ Maintenance costs of new home?
- ___ Check real estate broker's fee if selling
- ___ Check penalty if lease broken if renting, or subletting
- ___ Will there be an overlap of mortgage payments?

VII. **Packing, Storage Checklist**

- ___ Empty gasoline from lawnmowers, outboard motors, etc.
- ___ Remove batteries from toys and appliances
- ___ Take down TV antenna
- ___ Mark clearly cartons you want loaded last, unloaded first
- ___ Take a telephone book with you
- ___ Point out and mark especially fragile or delicate items
- ___ Do not overload drawers when packing items in dressers
- ___ Liquids in bottles should have tops secured
- ___ Move clothes in a wardrobe supplied by mover
- ___ Drapes can be moved in wardrobes, too
- ___ Do not roll mattresses or rugs; leave for mover (special cartons)
- ___ Do not wrap articles of furniture or tie with rope
- ___ Large power tools should be dismantled for moving
- ___ Leave furniture in place for movers to move

VIII. Moving Day

Leaving:

- Be on hand for movers
- Keep personal luggage away from movers
- Arrange for a few favorite toys for children
- Put valuables in safe place
- Arrange for supplies for transition period
- Make shopping list for first day
- Get keys to new home
- Have meters read
- Remove trash
- Doors and windows locked
- Notify police and neighbors
- Heat turned down
- Have necessary papers, traveler's checks, money, tickets, documents with you
- Arrangements for sitter on arrival
- Final check of cupboards, rooms, basement, garage, attic
- Keep copy of mover's inventory with you or in safe place in case of serious loss or damage

Arriving:

- Have children and pets elsewhere, if possible
- Be on hand for movers
- Check off numbered boxes
- Check each carton for damage or loss
- List claims for lost or damaged articles
- Check supply of heating fuel
- Get appliances hooked up
- Get utilities turned on, or meters read
- Get kitchen and bedrooms set up first

Bank Checklist

Upon Leaving:

- Give forwarding address to bank
- Discuss various account closing procedures
- Verify that all checks have cleared before closing checking account
- Inquire about canceling direct deposit and automatic payment arrangements
- Check date interest is posted on savings account
- Inquire about penalties for early withdrawal and long distance closing or savings account
- Check date interest is posted on CD's
- Inquire about penalties for early redemption of CD's and long distance redeeming of CD's
- Discuss servicing of any outstanding loans with current bank or lender