

Moving Checklist

There are many things to think about when planning your move. This comprehensive checklist is provided to help you stay organized and on track.

Six to Eight Weeks Prior to Moving Day

- If you will use a mover, obtain a few estimates from moving companies.
- If you will move yourself, obtain quotes from at least two truck rental companies.
- If you are new to the area, request a free newcomer packet from the local Chamber of Commerce.
- Start an inventory of your household items and take this opportunity to begin removing clutter.
- Create a file for all your moving paperwork (estimates, receipts, mileage, etc.). Depending on the reason for the move, you may be eligible for a tax deduction.
- Arrange to transfer school records, if applicable.
- Complete your change of address. This can be accomplished on the USPS website or through the local post office.
- Make arrangements for storage if needed.
- Ask your doctor or health plan provider for referrals, and obtain all medical records.

Four Weeks Prior to Moving Day

- Schedule disconnection or transfer of all utility services at your old home. Be sure to schedule the disconnect to occur the day after you leave. If you have "last month" deposits with services, such as the telephone company, request your refund.
- Schedule connection of utility services at your new home to occur the day of your move in.
- Finalize any necessary travel plans for your move, such as moving company or rental truck reservations.
- Obtain packing materials and begin packing the items you will no longer need until after you arrive at your new house.
- Begin completing the change of address form on monthly billing statements, magazine subscriptions, etc. Retain a copy of each statement in your moving paperwork file, to ensure receipt of all your mail at the new address.
- Begin using up food and cleaning supplies that you do not plan to carry with you.

One to Two Weeks Prior to Moving Day

- Contact the leasing office to schedule a time to sign your lease. Arrange to schedule the lease signing before the day of your move if possible. One less task for move-in day.
- Return any borrowed items (including library books) and retrieve any loaned items.
- Transfer prescriptions and be sure you have an adequate supply of medications on hand.
- Contact your insurance company for your renter's insurance policy.
- Provide an emergency contact number to friends and family to reach you during your move.
- Take animals for immunizations, if necessary, and obtain a copy of immunization records.
- Arrange for transportation of pets, household plants, or any other items movers cannot take.
- Pack a box of items that will be needed during the first day or two at your new home. Clearly mark this box "Load Last".
- Cancel newspaper delivery.

Moving Checklist, contd.

One Day Prior to Your Move

- Transfer your bank accounts and empty your safe-deposit box.
- Obtain cash or traveler's checks for the trip.
- Set aside anything that will travel in your car so it will not be loaded on the truck.
- Confirm date and arrival time of your moving company.
- If moving yourself, dismantle beds and other large furniture.

Moving Day!

- If using a mover, be sure someone is at your old residence to answer questions. Ensure movers have clear directions and contact information (including mobile numbers).
- Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.
- Load the vacuum cleaner last, have it in the new home first. This can be helpful for fast cleanups.
- Do a final walk through to ensure that nothing is left behind in your old residence.
- Plan your arrival at your new residence to occur during leasing office hours, or arrange to sign your lease and pick up your keys a few days in advance of your move-in.
- Include the leasing office phone number and your lease agreement in your moving paperwork file, in case you need it to reference.

A Couple of Tips on Your Lease Signing...

- To help make the lease signing process go smoothly, schedule a time to sign your lease when all leaseholders can be available. Your Leasing Associate will answer any questions you have regarding your lease and community policies. Keys will only be issued once all lease paperwork has been signed by everyone.
- Be sure to bring your checkbook or money order(s) and photo identification with you to the lease signing. Your Leasing Associate can provide your pro-rated rent amount and any other monies owed upon scheduling your lease signing.
- Moving day can be hectic, therefore we ask that you sign your lease in advance of your move-in. If this poses a challenge please discuss alternate arrangements with your Leasing Associate. A sample copy of the Lease Agreement is available on the community website should you wish to review it prior to the date of your lease signing.