



## RESIDENTIAL MOVE CHECKLIST

Prior to your Moving Day – Put together a 'moving book' to keep notes of what you need do, and what you've done to ensure a smooth transition.

- Use this moving book & checklist to help you assess what you need to do and when and write out your own plan. Buy a file to store all the documentation and paperwork associated with the move.
- If you need to use storage facilities ask Element.
- Make a list of everyone you need to notify of your change of address.
- Start contacting key financial providers such as your bank or other institutions to have your details changed and to start up the process of cancelling /setting up automatic payments and/or accounts etc.
- Notify schools and employers of change of address. If moving out of the area you'll need to register your kids for a new school.
- Talk to your doctor, dentist, veterinarian etc., to notify them of your change of address or to come off their books if necessary. In some cases you may need to get copies of your records to take with you. If moving abroad ask about vaccinations etc. If you or your family (or pets) have regular medical prescriptions, get them filled to cover you throughout the moving process. If you're moving out of the area ask for referrals to new practices.
- Contact all of your insurers (home, vehicle, medical etc) to notify them of your move. Ask your home insurer for details of your existing coverage for the actual and arrange new coverage or a transfer to your new home.
- Get a lockable box and start putting in important documents as you come across them.
- Give all service providers such as gardeners, domestic help and regular delivery services notice that you will be moving. Cancel or change any subscriptions or memberships you have.
- Send out change of address notices to friends and family if you have a firm moving date now. You'll have less time as the days pass so it's good to get this out of the way.
- Get a form from your local Post Office for their mail forwarding service, fill it in and send it off.
- Complete any repairs to your home that you are committed to.
- Empty all drawers, cabinets, closets, cupboards and desks. Take down wall items.
- Properly pack breakable items.
- Place "Do Not Move" tags on items that are staying or being discarded. Example – window treatments.
- Prepare my new home for delivery of furniture/boxes and placement of furniture.
- Turn off the air conditioner/heater and all lights.
- Remove all items from the backyard, tool shed, attic and basement.
- Lock all doors and windows?
- Move/switch utilities, cable and internet?