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