

# YOUR RELOCATION CHECK LIST

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## 60 Things TO DO Before Your Move Date

1. Study company relocation policy to see what expenses are covered and which vendors are approved.	
2. Check which moving expenses will be tax deductible	
3. Notify landlord of your intention to move	
4. Estimate moving van costs	
5. Find an exclusive buyer's agent in you destination city*	
6. Contact moving van lines for estimates	
7. Estimate the amount you can spend on a house*	
8. Have a lender pre-qualify you before you shop for a home*	
9. If you will need child care in your new location, start looking into it	
10. Choose the van line for your move	
11. Update your address book of friends & relatives	
12. Make a list of people you need to notify	
13. Obtain a change of address kit from the post office	
14. Begin filling out change of address notifications	
15. Begin sorting out those items you do not intend to move	
16. Plan a date for garage sale	
17. Choose a new house*	
18. Arrange house financing and set tentative closing dates*	
19. Check school schedules and enrollment requirements	
20. Obtain information from area religious institutions	
21. Check how to obtain new driver's licenses, license plates	
22. Contact agent for new home, auto insurance	
23. Select a new bank, establish accounts and safe deposit box	
24. Plan how you will arrange furniture in your new residence and make a list of things you will need to buy	
25. If you have not found a new residence, obtain a post office box for forwarding	
26. Obtain names, phone numbers and requirements [such as deposits] for utility companies	
27. Arrange for transfer of school records	
28. Schedule pickup and delivery dates with your mover and arrange storage, if necessary	
29. Sort belongings into 3 groups: those you will dispose of, take with you and ship with mover	
30. For high value items you will be shipping, obtain an appraisal and gather receipts	
31. Make your travel arrangements	
32. Hold your garage sale, give items to charity	

33. Verify your schedule with real estate agents, landlords and arrange interim housing if necessary	
34. Reconfirm with your mover dates for packing, pick-up and delivery	
35. Send out change of address cards to post office, friends, relatives, magazines, newspaper, etc	
36. Gather personal records from doctors, dentists, lawyers, accountants, schools, religious institutions	
37. Notify current utilities [gas, phone, electric, water, cable, etc] of disconnect dates and forwarding address	
38. Contact new utilities to tell them when to commence service	
39. Notify credit card companies of change of address	
40. Apply for new bank cards and local store charge cards	
41. Plan where to spend your last night in current location	
42. Transfer bank accounts and safe deposit box	
43. Notify your stock broker or investment counselor	
44. Settle any outstanding bills	
45. Obtain veterinary records and licenses, get new tags if needed and arrange for pet transportation	
46. If a high rise is involved in your move, reserve the elevator for moving day	
47. Drain oil and gas from your power equipment	
48. Cancel deliveries and services such as newspapers, diaper service, trash collection, etc as of moving day	
49. Arrange for someone to watch children on moving day	
50. Arrange for someone to watch pets on moving day	
51. Order newspaper subscription for your new address	
52. Defrost freezer. Get rid of perishable food you won't eat before moving	
53. Give your plants a loving home	
54. If you are driving, get your car serviced	
55. Pack your luggage and anything you are taking with you	
56. Use only those household items you absolutely need – everything else should be ready to go	
57. Obtain traveler's checks or method of payment for trip expenses and payment to movers	
58. Return telephones or any other equipment that might be leased	
59. Before the movers leave, check through the house, including the attic, to make sure nothing was missed	
60. Stay over night in a hotel, or with friends and family. Leave the next morning fresh for you new home	

**Don't get caught unprepared!**  
**Call Buyers Brokers of the Seacoast for all your**  
**relocation needs: 1-800-654-9935**