

# Pre-move Checklist

## 1 Pro Moving will help make your move stress free move

Here are most of the things you'll need to attend to before your move.

### One Month

1. Visit your bank and advise them of your moving plans so that they can offer recommendations for a financial institution in your area and change address information on your current accounts.
2. Notify your doctor(s) and dentist of your move in order to have records and prescriptions transferred. Ask them for referrals in your new community.
3. Find out the school(s) your children will attend and arrange to have their records transferred.
4. If you have pets, arrange for their boarding during your move (you won't want them underfoot).
5. Notify insurance companies of your move. Transfer your renter's insurance to ensure immediate coverage.
6. Send change of address to your post office. Send change of address cards to friends, magazines, and creditors.
7. Cancel newspaper delivery and, if applicable, laundry/diaper service.
8. Contact utilities for disconnections and possible deposit refunds due you.
9. Arrange to have utilities connect at new residence.

### Two Weeks

1. Pack items of sentimental value and valuable papers that you are going to take yourself.
2. Clean out the refrigerator and cabinets. Prepare meals that use up the food you don't want to take.
3. Arrange to have your children stay with a baby-sitter, friends or family on moving day.
4. Plan a furniture layout for the movers, showing where things should be in your new home.
5. Pack anything that the movers aren't packing.

6. Thoroughly clean your apartment to ensure a complete refund of your security deposit. Cancel newspaper delivery and, if applicable, laundry/diaper service.
7. Check with your new rental office to see if there is a freight elevator for moving or for any special move regulations.
8. Take a local phone directory with you.
9. Set up an agenda for moving day.

## **Final Days**

1. Label the boxes that you'll need right away.
2. Defrost and dry your refrigerator.
3. Give the movers your new telephone number or a number where they can reach you.
4. Check with your present rental office to see if there's anything special required of you before you depart.
5. Make sure the leasing office will be open at your new community when you arrive, or arrange to have your new keys available.

## **On Moving Day**

1. Take pets to kennel; take children to baby-sitter's. Try not to mix those up.
2. Prepare to be on hand when the your moving company arrives to direct them.
3. Make a final inspection of your old home to make sure you haven't forgotten anything.

## **When You Arrive**

1. Arrange to be at your new home when the movers arrives.
2. Do direct the movers, but don't get in their way.
3. Make sure all appliances are functioning and that the electricity and gas are operating properly.