

Honeywill Team Moving Checklist

1-2 Months Before Move
Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates
See if your employer will provide moving expense benefits
Research storage facilities if needed
Schedule disconnection/connection of utilities at old and new place
 []Phone []Internet []Cable []Water []Garbage []Gas []Electric
Plan how you will move vehicles, plants, pets and valuables
Plan how you will arrange furniture in the new place - use a floor plan or sketch
Hold a garage sale, donate, sell, or trash unnecessary items
Schedule transfer of records (medical, children in school, etc.)
Get copies of any records needed (medical, dental, etc.)
Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
Make any home repairs that you have committed to making
Return borrowed, checked-out and rented items
 Get things back that you have lent out
Start using up food you have stored so there is less to move
3-4 Weeks Before Move
Finalize moving method and make necessary arrangements
Begin packing non-essential items
Label boxes by room and contents
Separate valuable items to transport yourself - label as DO NOT MOVE
Keep a box out for storing pieces, parts and essential tools that you will want
to keep with you on move day - label as PARTS / DO NOT MOVE
Create an inventory list of items and box contents, including serial numbers
 of major items - use this as an opportunity to update your home inventory
Fill out a Change of Address form at a post office or online
Provide important contacts with your new address:
[] Employers [] Family & Friends [] Attorney [] Accountant [] Others
Notify your insurance and credit card companies about change of address
Cancel automated payment plans and local accounts/memberships if necessary
Take your vehicle(s) in for a tune-up, especially if you are traveling very far
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1-2 Weeks Before Move

Continue packing and clean as you go



Pack items separately that you will need right away at your new place Plan to take the day off for moving day Find useful things for your children to do - involve them as much as possible Find someone to help watch small children on move day Begin to pack your suitcases with clothes and personal items for the trip Reconfirm your method of moving with those involved Make sure your prescriptions are filled Empty out your safe deposit box, secure those items for safe travel Schedule cancellation of services for your old place [] Newspaper [] Housecleaning [] Lawn [] Pool [] Water Delivery Check your furniture for damages - note damages on your inventory Take furniture apart if necessary (desks, shelves, etc.) Make sure all paperwork for the old and new place is complete If traveling far, notify credit card company to prevent automated deactivation Get rid of flammables such as paint, propane, and gasoline Try and use up perishable food

2-4 Days Before Move

Confirm all moving details and that you have necessary paperwork Make a schedule or action plan for the day of the move Plan when/how to pick up the truck (if rented) Prepare for the moving expenses (moving, food, lodging) Continue cleaning the house as you are packing Defrost your freezer and clean the fridge Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc) Pack a bag for water bottles, pen/paper, snacks, documents, and essentials Set aside boxes/items that you are moving yourself (make sure you'll have room)

Moving Day

Remove bedding and take apart beds Go early to pick up the truck if you rented one Take movers/helpers through the house to inform them of what to do Walk through the empty place to check for things left behind - look behind doors Leave your contact info for new residents to forward mail Take inventory before movers leave, sign bill of lading Make sure your movers have the correct new address Lock the windows and doors, turn off the lights Use a padlock to lock up a rented truck



At your new place ...

Verify utilities are working - especially power, water, heating, and cooling Perform an initial inspection, note all damages, take photographs if needed Clean the kitchen and vacuum as needed (especially where furniture will be going) Direct movers/helpers where to put things Offer drinks and snacks, especially if the helpers are volunteers Assemble beds with bedding Begin unpacking, starting with kitchen, bathroom and other essentials

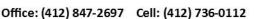
Moving In - Weeks 1-2

Check for damages while unpacking - be aware of deadline for insurance claims Replace locks if necessary and make at least 2 copies of your new keys Confirm that mail is now arriving at your new address Make sure your previous utilities have been paid for and canceled Complete your change of address checklist []Bank(s) []Credit Cards []IRS []Loans []Insurance []Pension plans []Attorney []Accountant []Physicians []Family support []Newspapers []Magazines []Licenses []Memberships Send out your Honeywill Team provided Just Moved postcards to friends and family Schedule a time to get a local driving license and update vehicle registration Get local phonebooks and maps Find new doctors, dentists, etc. depending on your needs & insurance After you are moved in, update your home inventory, including photos of rooms Update your renters insurance or homeowners insurance if needed



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