

MOVING TIPS

PRESIDENTIAL TITLE

Commercial & Residential Settlements

The key to a successful move is to **plan well ahead**. Once you've identified your move date, use this checklist to help make your move as smooth as possible.

8 WEEKS BEFORE THE MOVE

- If moving yourself, get estimates for a moving truck and make a reservation.
- If using a moving company, hire one with good references. It should be licensed/bonded and have workers' compensation insurance. Ask about discounts, get estimates in writing and make a reservation. If using movers to pack, schedule at least two days before the move.
- Create a file for receipts and important information needed during the move.

7 WEEKS BEFORE THE MOVE

- Gather copies of legal, medical, dental, financial and pet immunization records for your move file.
- Arrange to transfer school and veterinarian records.
- Contact health clubs and organizations to cancel or transfer memberships.

6 WEEKS BEFORE THE MOVE

- Begin purging your home. Decide what to keep, discard, sell or donate.
- Plan a garage sale.
- Use up household products you don't want to move.

5 WEEKS BEFORE THE MOVE

- Arrange for storage, if needed.
- Submit a "Change of Address" form to the post office.
- Arrange for necessary repairs to your current home.

4 WEEKS BEFORE THE MOVE

- Host a garage sale and donate unsold items.
- If moving yourself, determine how many boxes you will need.
- Arrange to cancel, transfer or initiate utility services.

3 WEEKS BEFORE THE MOVE

- Gather moving supplies:
 - ___ Boxes
 - ___ Labels
 - ___ Packing tape
 - ___ Scissors
 - ___ Bubble wrap
 - ___ Newspaper
 - ___ Nylon string and rope
 - ___ Styrofoam peanuts
 - ___ Furniture pads
 - ___ Utility knife
- Pack items that won't be used prior to the move. Clearly label each box with its contents and the room for which it is destined.
- Make hotel reservations and travel arrangements for pets, if needed.

PRESIDENTIAL TITLE

Commercial & Residential Settlements

4800 Hampden Lane
6th Floor
Bethesda, MD 20814
presidentialtitle.com



MOVING TIPS

2 WEEKS BEFORE THE MOVE

- Transfer bank accounts to new branches, and cancel payment arrangements on accounts you're closing.
- Cancel or transfer delivery services and subscriptions.
- Notify legal, medical, dental, financial, insurance and home maintenance professionals; schools; and government offices (tax assessor, state vehicle registration, Social Security, IRS and VA) of your move.
- Give friends and family your new address.
- Confirm parking for your moving truck or container. Obtain permits, if needed.

1 WEEK BEFORE THE MOVE

- Arrange for a sitter to care for your children while you are packing or moving, if needed.
- Fill prescriptions you will need during the move, and transfer maintenance medications to a pharmacy near your new home.
- Add copies of your driver's license, vehicle registration and insurance to your move file.

2 DAYS BEFORE THE MOVE

- Have payment ready for the moving truck or company.
- Set aside items that should travel with you: valuables, changes of clothes and your move file.
- Pack your shipment. Load goods in a pre-designated order, saving "last load" items for the rear of the shipment.
- Empty and defrost your refrigerator.

MOVING DAY

- If moving yourself, pick up the truck as early as possible.
- If using a moving company, read the conditions before signing the "Mover Agreement," and add it and your bill of lading to your move file. Supervise movers and give them a contact number to reach you.
- Create a list of every item loaded onto the truck.
- Conduct a final walk-through of every room, including closets, attic and garage, to make sure nothing is left behind. Turn off the water and all appliances.
- Leave future tenants a note with your new address so they can forward stray mail.
- Lock all windows and doors.

DELIVERY DAY

- Make sure utilities are connected and appliances work before moving in.
- Gather essential first-day items:
 - ___ Cleaning supplies
 - ___ Snacks and drinks
 - ___ Toilet paper
 - ___ Paper plates and plastic-ware
 - ___ Scissors
 - ___ Cups and mugs
 - ___ Masking tape
 - ___ Writing utensils and paper
 - ___ Trash bags
 - ___ Basic toiletries
- Clean your new home.
- Refer to your list to check off items as they come off the truck.
- Install new locks.
- Unpack and enjoy your new home!

