



Moving Checklist

Week-By-Week Guide To A Seamless Move.

Managing the details of the closing is just the tip of the iceberg in terms of the multitude of decisions and arrangements required to finalize the purchase and actually move in to you new home.

And the closing does not mean the end of decisions

That's exactly why Home Watch Chicago created "Your Home Services", to help our clients before during and long after your move. YHSC (Your Home Service Coordinator) is your assistant and advocate, helping you arrange and schedule all the services you need to make your house into a home.

The checklist below helps highlight the areas you will want to be sure to cover, including those where your home services can help you out

At least three to four weeks before you move...

- Call (Your Home Services Coordinator) to take care of all the details for full service moves:
- Obtain estimates from moving companies.
- Ask if the movers will pack for you.
- Ask what items they won't move for you.

Home Watch Chicago

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- Get appraisals of high-value items in case of future claims.
- Plan shipment date to occur after closing.
- Request that boxes be delivered to your door.

OR

- Call YHSC to make arrangements for truck rental, moving help, and packing supplies.
- Call YHSC to discuss shipping of appliances and/or buying new appliances.
- Start packing boxes. Mark boxes clearly as to the contents and room to be placed in. Mark "open first" clearly on boxes containing important items to be unpacked first:
 - Dishes
 - Pots & Pans
 - Towels
 - Bedding
 - Special toys
 - Towels
 - Light bulbs
 - Tools
- Arrange for transfer of all school records and if necessary, medical and Dental records.
- Check with veterinarian regarding any travel needs for your pets.

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- Alert your homeowners and auto insurance agents of you impending move.
- Call YHSC to get assistance with insurance for you new home.
- Create a ledger to track moving-related expenses-a significant percentage may be tax-deductible.
- Get rid of unnecessary or unwanted belongings. Consider holding a garage sale and making donations to charitable organizations. Call you HSC to discuss debris removal for leftover items.
- File your change of address with the Post Office and send change-of-address cards to friends, relatives and companies with which you do business.

Two weeks before...

- Call YHSC to make arrangements for a move-out cleaning for you new home.
- Call YHSC to arrange for local phone service in your new residence and discontinuation of service in your new residence and discontinuation of service at your old home.
- Refill and transfer drug prescriptions.

Two weeks before (continued)...

- Pack vital documents in one place (bank, school, medical, tax, and vet records, passports, vehicle titles, birth certificates, and marriage license.)
- Call YHSC to have the locks changed on moving day.

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The week before...

- Close and/or transfer savings and checking accounts, making sure to have sufficient accessible funds to cover closing and moving costs.
- Prepare children for the move by providing them with their own "ready box" for last-on and first-off the van. This might include essentials from the kitchen and bathroom, including tools, medications and first aid supplies.
- Keep financial records and other important documents-along with all necessary medications-with you, not on the moving truck.

One day before...

- Defrost and clean refrigerator and freezer if you haven't arranged a move-out clean.
- Clean oven and stove.
- Make sure payment is ready for the movers. Most will NOT unpack without payment. Check mover's payment policy.
- Buy paper plates, cups and napkins for moving day.
- Pick up ice and beverages.
- Change wireless phone.
- Notify a friend or relative of your itinerary in case of emergency.

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Closing day...

- Attend the Closing, bring certified funds if required, a photo I.D. review the American Home Shield Warranty contract, and be prepared to sign a lot of documents!

Moving day...

- Give movers a phone number where you can be reached while they are on route.
- Arrive at your new home before the movers. There could be a waiting charge if you are late. Check the mover's policy.
- Have an emergency supplies basket available for when you arrive at your new home. (Should include things like light bulbs, toilet paper, handy-wipes, disposable plates and silverware, etc.)

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