



PREPARE FOR YOUR MOVE

- **UPDATE YOUR MAILING ADDRESS** at usps.com or fill out a change-of-address form at your local post office.
- **CHANGE YOUR ADDRESS WITH IMPORTANT SERVICE PROVIDERS** such as your bank(s), credit card companies, magazine subscriptions, etc...
- **CREATE A LIST OF PEOPLE WHO WILL NEED YOUR NEW ADDRESS:** Whether you plan on sending formal change-of-address notices in the mail or just e-mailing family members, friends, and colleagues who should be informed, a list will ensure no one gets left out.
- **CONTACT UTILITY COMPANIES:** Make sure they're aware of your move date, and arrange for service at your new home if the service provider will remain the same.
- **CHECK INSURANCE COVERAGE:** The insurance your moving company provides will generally only cover items they transport for you. Ensure you have coverage for any items you'll be moving yourself or any items that are excluded by the moving company.
- **UNPLUG, DISASSEMBLE, AND CLEAN OUT ANY DEVICES OR NON-REALTY ITEM APPLIANCES:** This will make them easier to pack, move, and plug in at your new place.
- **CHECK WITH THE CONDO BOARD OR HOA** about any restrictions on using the elevator or particular exits or entrances for moving, if applicable.
- **PACK AN "OPEN FIRST" BOX:** Include items you'll need most, such as toilet paper, trash bags, chargers, box cutters, scissors, hammer, screwdriver, pens, paper, cups, plates, water, snacks, towels and basic toiletries.
- **ORGANIZING YOUR BOXES FOR YOURSELF & THE MOVERS:** Many moving companies charge by the hour, so if you are packing your boxes and items yourself, make a Master List and number each room. For example, the living room may be the 100s, the kitchen the 200s, the master bedroom 300s, etc... Write onto each box the corresponding number from the list of the contents. For example, box 203 has kitchen spices in it. That way, you know what is in each box AND you can tell the movers to put all of the 100 boxes in the living room, the 200 boxes in the kitchen, etc. This makes your move more efficient!

IF MOVING A LONG DISTANCE AWAY:

- **OBTAIN COPIES OF IMPORTANT RECORDS** from your doctor, dentist, pharmacy, veterinarian, and children's schools.
- **EMAIL A COPY OF YOUR DRIVING ROUTE** to a family member or friend.
- **EMPTY YOUR SAFE DEPOSIT BOX.**

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