

# Relocation Checklist

presented by:

**F1RST REALTY COMPANY**

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## Two Weeks Before Moving Day

- Contact your local utility companies to let them know when to disconnect service and arrange for utility service in your new home.
- Notify your town administration to let them know when and where you are moving.
- Plan carefully for the transfer of checking and savings accounts.
- Fill out forwarding address information for you local post office.
- Transfer children's school records, financial, medical and dental records.
- Send change of address cards to magazine publishers, newspapers and organizations with which you are affiliated. Most magazines request four to six weeks advance notice.
- Provide change of address notice on credit card bills.
- Send change of address cards to friends, family and business associates.

## The Day Before Moving Day:

- Make certain all furniture, mattresses; bed frames and large appliances are clearly labeled with the name of the room the piece should be moved to.
- Make certain all boxes are clearly labeled with:
  - Content
  - Box Number (example 1 of 27). Number boxes so that all items can be counted on arrival. Make a list of boxes by number and indicate their contents. Try to number boxes sequentially by the room they will be moved to, so that when you walk into a room you can quickly scan the numbers on the cartons to ensure they are present.
  - Location in new house that the carton should be moved to. This will not only help the movers unload

quickly and save you money if you are paying by the hour, it will also help you stay organized when unpacking. Once you arrive at your new home, be sure to tape a sign on each door indicating the name of the room; for example, bedroom #1, bedroom #2, bedroom #3, family room, den, etc., so the moving crew knows what room each carton should be moved to.

- Make a “survival” carton for each family member. Include in the carton a change of clothes, personal items, pajamas, towels, linens and, if you have children, include a few of their favorite toys, books, etc. If you have room in your car, take the cartons with you; if not, label the cartons with colored marker with family member’s name and room to be moved to, so the carton can be easily identified in you new surroundings.
- Pack those items you’ll need on the road such as maps, prescription medicines and toys for children. Keep important papers, such as medical records and insurance policies in one place where they can be retrieved quickly if needed.
- Money. If you moving more than a few miles, you should have enough cash or credit to cover travel, food, transportation and lodging.
- Have address books readily available in case you need help.
- Keep careful records of all your moving expenses, as some may be tax deductible.
- Pack a carton with items you’ll need to settle in, such as cleaning supplies, paper towels, sponges, bucket, flashlights, light bulbs, tool kit, TV remote control, shelf lining, ect.
- Pack a carton of the kitchen items you will need your first day and night. You might consider packing paper plates and napkins and plastic cups and utensils, so you won’t have to worry about washing dishes. Some items you might consider packing include coffee maker, coffee, can opener, snacks, loaf of bread, peanut butter and jelly, ect. Label this carton with bright marker so it will be one of the first you open.
- Pack a suitcase that you could live out of for a few days if necessary

## **On Moving Day**

- Make sure someone meets the movers and indicates which items are to be loaded on the truck.
- If you’re taking n the task of moving yourself, organize loading to maximize space in the truck and ensure that the heavy box of books doesn’t get loaded on top of your china.
- Upon arriving at your new home, take a quick survey of each room.
- Check the fuse box or circuit breakers to make sure the power is turned on.