

1 Month Before Moving

Moving Checklist

- Pick up a Change-of-Address Kit from the Post Office and Notify the address change with: (<https://moversguide.usps.com/?referral=USPS>)
 - Friends and family
 - Banks
 - Insurance companies
 - Credit card companies
 - Magazines and newspapers - cancel local newspaper delivery
 - Doctors, dentists and other providers - transfer drug prescriptions
 - Past employer - for W2 forms
- Create a floor plan of your new home for furniture and appliance placement.
- Start a file for all of your moving paperwork (estimates, receipts, etc.)
- Prepare a list of what you want to move.
 - Large appliances?
 - Outside furniture?
- For full service moves (www.moving.com / www.123move.com / www.moversweb.com)
 - Get written estimates from several moving companies and/or moving trucks
 - Will the movers pack for you?
 - What items won't they move?
 - Get appraisals of high-value items in case of future claims
- For do-it-yourself moves, make arrangements for truck rental and moving help, and buy packing supplies:
 - Boxes
 - Packing and masking tape
 - Markers
 - Newspapers
 - Twine
- Start packing boxes. Mark boxes clearly as to contents and room to be placed in. Mark "Open First" clearly on boxes containing important items to be unpacked first:
 - Dishes
 - Pots and pans
 - Alarm clock
 - Bedding
 - Special toys
 - Towels
 - Lightbulbs
 - Plates
 - Tools - hammer, pliers, wrench



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A CLOSING OFFICE FOR TEXAS AMERICAN TITLE COMPANY

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Raising the Bar for Closing Services

9600 GREAT HILLS TRL.  SUITE 150E  AUSTIN, TX 78759

PHONE: 512.241.1818  FAX: 512.241.0089



Moving Checklist



2 Weeks Before Moving

• Pack your vital documents in one place:

- Passports
- Military records
- Mortgage records
- Marriage license
- Birth certificates
- Vehicle titles
- Stock certificates
- Insurance papers
- Bank records
- School records
- Medical records
- Tax records

• Make arrangements to disconnect your utilities. Get refunds for any deposits made. Have meters read. Give new address for them to send their final bill:

- Cable - return box if necessary
- Electric
- Gas
- Internet access
- Telephone
- Water

• Make arrangements to connect utilities at your new residence. (<http://www.connectutilities.com>, www.whitefence.com, www.movingutilites.com)

• Make arrangements for cleaning house, drapes and carpeting, and repair any furniture damages.

• Inquire about your new state's auto licensing procedure and auto insurance rates. (<http://www.dmv.org/tx-texas/vehicle-registration.php>)

• Check with your insurance company about transferring coverage to your new home.

• Arrange to have a sitter watch your children at their house on moving day.



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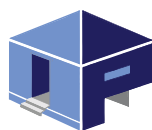


Moving Checklist



1 Week Before Moving

- Dispose or drain any flammable items:
 - Lawn mower gas
 - Snow blower gas
 - Paint
 - Aerosol cans
- Plan what goes in the car with you:
 - Toys and games for kids
 - Special breakable items or collections
 - Important documents and records
 - Change of clothes and toiletries for your first day
 - Vacuum cleaner - if you want to clean right away
 - Toilet paperFirst aid kit
- Make travel arrangements for your pets and plants.
- Purchase moving insurance if you have valuable antiques and collections.
- Pack your former town's phone book for future correspondence.
- Take down curtains and curtain rods.
- Contact the Chamber of Commerce in your new area and request a relocation package. (<http://www.lone-star.net/mall/main-areas/chamber/chambers.htm> - use this to find the Chamber of Commerce website for your new city)
- Contact your child's new school and notify them of your upcoming move to their area.
- Get a good night's sleep.



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Moving Checklist



Last 48 Hours of Moving

The Day Before Moving:

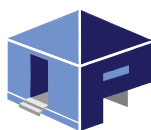
- Defrost, clean and air out your refrigerator.
- Clean your stove.
- Make sure you have payment ready for the mover - they will not unpack without a check. Check your moving company's payment policies.
- Get a good night's sleep.

Moving Day:

- Remember, items packed last will be unloaded first.
- Moving company - will they disassemble?
- Show movers around. Make sure your possessions to be moved are inventoried with them.
- Write "subject to further inspection for concealed loss or damage" on contract when you sign to protect yourself should you find damage while unpacking.

After Moving:

- Check smoke alarm, carbon monoxide detectors, and fire extinguisher.
- If necessary, install a new door lock and/or dead-bolt.
- Update your address information if you haven't done so (driver's license, car registrations, insurance, credit cards, bank accounts, voter registration).
- If you have not received your security deposit, call your landlord to confirm your new address.
- Call the Internal Revenue Service to change your address. You can also visit the IRS online at www.irs.gov
- **Rest, Relax and enjoy your new home!**



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