

SELLER'S MOVING CHECKLIST

This checklist is a general reference and based on a closing that takes 60 days from accepted offer to closing. This time frame is arbitrary and varies considerably depending on each transaction.

Two Months Prior To Moving

- Organize important documents: auto licensing and registration, all insurance policies, wills, tax returns, birth certificates, medical and dental records.
- Submit a change of address to employer for W-2 and tax forms.
- Contact and select a moving company (determine town parking/unloading regulations).

Six Weeks Prior To Moving

- Contact your insurance company to ensure that your belongings are covered during your move.
- Obtain or transfer insurance to the new property.
- Request that school transcripts be forwarded (if applicable).

One Month Prior To Moving

- Begin packing.
- Send change of address information to the post office.
- Call gas, electric, water, oil, cable TV, telephone, newspaper, and trash collection companies for service disconnect/ connect at your old and new addresses. Also ask for final readings.
- Register children in school (if applicable).

Three Weeks Prior To Moving

- Open accounts at a new bank (if applicable).
- Have a moving sale.
- Keep packing!

One Week Prior

- Finish packing (leave out only necessities for moving day).
- Prepare specific directions for movers; include a labeled sketch of the floor plan for your new home to ensure that your possessions are delivered to the appropriate room.

Moving Day

- Final check through closets, basement and garage to be sure nothing is left.
- Leave home as stated in contract ("broom clean" is the norm).
- Record all meter readings.
- Bring all sets of keys and a checkbook to closing.