



30-60 DAYS BEFORE YOUR MOVE

YOUR MOVE

- ☐ Get quotes from a few moving companies. Ask for in-home assessments for accurate quotes. Look for recommendations or get free moving quotes from websites like Relocation.com
- ☐ Determine how much packing supplies you'll need and develop a packing plan
- ☐ Research your new community's schools, shopping centers, health care facilities, etc.
- ☐ Ensure you have enough drivers to move cars or look for car movers
- ☐ Get an appraisal on your expensive items so you can insure them for your move
- ☐ If you are being transferred by work, understand your company's moving policy
- ☐ Pare down, use up, sell, recycle or donate anything you don't want to move
- ☐ Make a moving folder or booklet - include an inventory of your household items with video/photos

YOUR RECORDS

- ☐ Contact your insurance agent to transfer medical, property, fire and auto insurance policies. Ask about coverage while you are in transit and about storage units if needed
- ☐ File all moving-related expense receipts in your moving folder. Moving expenses are tax deductible! Obtain an IRS Change of Address form, Form 8822 from the IRS Website
- ☐ Start communication and transfer of info between current and new schools
- ☐ Notify doctors/dentists of move, ask for referrals and collect records
- ☐ End or transfer any memberships you may belong to. Gyms, associations, clubs, etc.

FAMILY & PETS

- ☐ Think about travel arrangements for your family. Renting cars, scheduling flights, hotel rooms. If you have pets verify that they can travel and stay with you, or make alternative arrangements for them
- ☐ If you are near a pet's regular exam, get it taken care of and ask for referrals from your vet

OTHER TIPS

- ☐ Moving surfaces "stuff", consider holding a garage sale or researching local charities that would benefit from a donation
- ☐ For an eco-friendly move use old towels, sheets, and clothing for packing materials. Ask friends and relatives for boxes. You can also rent industrial strength plastic boxes from Blue Cow Boxes
- ☐ Look for storage options now if you need to store during your transition

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15-30 DAYS BEFORE YOUR MOVE

YOUR MOVE

- ☐ Confirm details with movers. If moving and packing alone, double check supplies and contact friends or family that may be helping
- ☐ Contact providers for internet, utilities, lawn/snow care to disconnect, and arrange for service connection at new home
- ☐ Order new blinds, hardware, or furniture for new home, and arrange for it to arrive when you do
- ☐ Create an inventory of your stuff to compare to the moving company's list to ensure you don't lose anything in the move. This list also helps determine moving insurance needs
- ☐ Make a plan for moving appliances if you are planning to take them with you (fridge, dryer, etc.)
- ☐ Start packing up the items you won't need before the move (seasonal items, sporting gear, etc.)
- ☐ Start planning where things will go in your new home. Create a diagram for furniture, this way you aren't left moving heavy items after your movers leave. Consider creating an unpacking plan

YOUR RECORDS

- ☐ Get a Change of Address form from your local post office or check the Postal Service Website
- ☐ Share a change of Address form with: bank, school, friends/family, insurance company, doctors, cellphone company, credit card company, and subscriptions
- ☐ Does your bank have a branch in your new town? Make a switch if needed
- ☐ See requirements for driver's license and auto registration in your new town/state (Check on passport expiration if this is an international move)

FAMILY & PETS

- ☐ Schedule routine appointments if those dates are nearing for you and your family. Take this opportunity to inquire about referrals your health providers may have
- ☐ Encourage children to make an address book of friends
- ☐ Arrange childcare/petcare for moving day, or create a "safe space" they can reside during the move so they are out of the way

OTHER TIPS

- ☐ If you are driving your personal vehicle in the move, make sure it is ready for the trip. Schedule your routine servicing now so it doesn't sneak up on you

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7-14 DAYS BEFORE YOUR MOVE

YOUR MOVE

- ☐ Begin cleaning any rooms in your house that have been emptied, such as closets, basements, or attics. Check to make sure you did not leave anything unpacked in these spaces
- ☐ Check on special needs for moving plants
- ☐ Arrange for cleaning services that may be needed for your current home and your new home between moving

YOUR RECORDS

- ☐ Transfer prescriptions over to new pharmacies. Make sure you have enough medication to last through your transition
- ☐ Organize important docs: will, passport, deeds, financials. Carry these with you during the move so your movers are not liable for them

FAMILY & PETS

- ☐ Double check arrangements for transporting pets. Make sure they are up to date on vaccinations so this doesn't become pressing when you are settling in your new town

OTHER TIPS

- ☐ Collect valuable items (jewelry/heirlooms) keep these separate from your other things so you don't risk losing them in the shuffle
- ☐ Return any borrowed items: library books, movie rentals
- ☐ Verify you don't have any clothing left with a dry-cleaner

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4-7 DAYS BEFORE YOUR MOVE

YOUR MOVE

- ☐ Pack the last of it! The final days can be very stressful; don't push things to the last minute
- ☐ Label each box for where it goes in your new home, you will appreciate this later. When applicable mark boxes "fragile" "do not load" or "load last"
- ☐ Confirm your moving date/time with your mover. Make arrangements for large items (ex: piano)
- ☐ Arrange for payment for movers, consider that a \$20-\$25 tip per mover is standard
- ☐ Confirm closing time and day with lender & real estate agent
- ☐ Discuss contingency plan for movers running late. Where will you sleep?
- ☐ Back up computer files on cloud and flash drive
- ☐ Dispose of paint, oil, weed killers, propane tanks, drain fuel from mowers
- ☐ Put together a 'moving day survival kit' with items you will need for the trip and immediately when you arrive at your new home. Toilet paper, snacks, bottled water, dishes, toiletries, towels, a few days worth of clothes. For long distance moves, plan that your movers could arrive a day or two later than you.

YOUR RECORDS

- ☐ Verify scheduled deliveries have been canceled or redirected to your new home (newspaper, girl scout cookies, etc.)
- ☐ Open your new banking account if needed, but don't close your old one. If you bank online make sure to update your address for statement delivery
- ☐ Gather keys, alarm codes, garage opener, manuals in a folder. These can be left in the kitchen for the new owners or REALTOR to access

FAMILY AND PETS

- ☐ Double check on plans made to transport pets, make sure you have appropriate gear and supplies to aid them during the move

OTHER TIPS

- ☐ Think about quick and easy meals you can prepare to use up the remaining food in your fridge, and pack up kitchen items you won't need for those meals
- ☐ Clean out freezer and fridge and remove odor with baking soda
- ☐ Notify the police in your town if this home will be uninhabited for a long period of time
- ☐ Deep clean empty rooms or spaces. This will sneak up on you

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CHANGE OF ADDRESS CHECKLIST

CHANGE OF ADDRESS LOG

- ☐ Create a log of who you receive mail from each day. Contact those organizations with your change of address or cancel connection. Consider doing a handful a day to break up the task

LIST OF CONTACTS TO CONSIDER

- | | |
|--|---|
| ☐ Accountant or Tax Preparer | ☐ Physicians |
| ☐ Alumni Associations | ☐ Professional memberships |
| ☐ Attorneys | ☐ Retirement plan holders |
| ☐ Babysitter / Childcare provider | ☐ Schools |
| ☐ Banks | ☐ Social Security Administration |
| ☐ Cable | ☐ Veterinarian |
| ☐ Cell phone provider | ☐ Water |
| ☐ Church | ☐ _____ |
| ☐ Credit Card | ☐ _____ |
| ☐ Dentist | ☐ _____ |
| ☐ Department of Motor Vehicles | ☐ _____ |
| ☐ Doctor | ☐ _____ |
| ☐ Electric | ☐ _____ |
| ☐ Family | ☐ _____ |
| ☐ Friends | ☐ _____ |
| ☐ Garbage | ☐ _____ |
| ☐ Gas | ☐ _____ |
| ☐ Insurance Providers | ☐ _____ |
| ☐ IRS (form 8822) | ☐ _____ |
| ☐ Lawn and Garden services | ☐ _____ |
| ☐ Magazine subscriptions | ☐ _____ |
| ☐ Employer | ☐ _____ |
| ☐ Newspaper subscriptions | ☐ _____ |
| ☐ Pharmacy | ☐ _____ |



MOVING DAY CHECKLIST

LEAVE ALL KEYS ON THE COUNTER FOR THE NEW OWNERS:

- ☐ House Keys: including keys to indoor doors
- ☐ Garage Keys/Codes
- ☐ Security Alarm Codes/Access Codes
- ☐ Storage Unit/Shed Keys
- ☐ Mailbox Key: including mailbox number if applicable

LEAVE DOCUMENTS ON THE COUNTER FOR THE NEW OWNERS:

- ☐ Manuals for Mechanicals and Appliances
- ☐ Warranties for Mechanicals and Appliances
- ☐ Receipts for Completed Repairs
- ☐ Any mail for new owner

FINAL CLEANING ITEMS/OTHER ITEMS

- ☐ Make sure your home is thoroughly cleaned, buyers never completed that a home is TOO clean
- ☐ Sweep/vacuum all floors
- ☐ Wipe down all surfaces
- ☐ Make arrangements for final garbage pick up
- ☐ Unless otherwise prearranged in contract, remove all personal items
- ☐ Replace burnt out light bulbs so that all lights function properly at the buyer's final walk-through
- ☐ Mow yard one last time
- ☐ AFTER closing, check with your utility companies to ensure utilities have been transferred or are out of your name. Closing will be delayed if utilities do not function properly for the final-walk through. DO NOT cancel utilities before closing.

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1-7 DAYS AFTER YOUR MOVE

FINAL ITEMS

- ☐ Involve your children in the unpacking process
- ☐ Check on your moving deposits, follow up for your reimbursement
- ☐ Check for and install smoke detectors and fire extinguishers
- ☐ Do any quick repair work that needs completed
- ☐ Make the house a home! Hang photos and get out home accents
- ☐ Explore your new town, get acquainted with your surroundings
- ☐ Consider replacing the locks on your home
- ☐ Check on licenses for pets
- ☐ Double check your change of address checklist and follow up with accounts
- ☐ Start prioritizing larger home renovation projects
- ☐ Pat yourself on the back, you did it, friend!

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