



MOVE OUT CHECKLIST

FOR SELLERS

Keeping Yourself Organized & Reducing Stress





KEEP THINGS SIMPLE

Transfer or Cancel All Relevant Accounts

- UTILITIES, INCLUDING ELECTRIC, GAS, WATER, SEWER AND TRASH
- CABLE, TELEPHONE (LANDLINE AND CELL PHONES), NEWSPAPER, AND LAWN SERVICES
- CAR REGISTRATION AND DRIVER'S LICENSE
- POSTAL SERVICE
- UPDATE YOUR CONTACTS WITH YOUR NEW ADDRESS
- BANK ACCOUNTS AND SAFE DEPOSIT BOX
- INSURANCE POLICIES, INCLUDING PROPERTY, AUTO AND MEDICAL
- ALARM/SECURITY COMPANY
- VOTER REGISTRATION
- DOCTOR, DENTIST AND OTHER MEDICAL PROVIDERS (MAKE SURE TO HAVE AT LEAST TWO WEEKS OF PRESCRIPTION MEDICINE ON HAND FOR THE DURATION OF YOUR MOVE)
- VETERINARIAN, IF APPLICABLE
- HEALTH CLUBS
- YOUR CHILDREN'S SCHOOLS AND DAYCARE CENTERS

TAKE OR LEAVE

Separate Items

- MAKE A LIST. IF YOU ARE HIRING A MOVING COMPANY, CATALOG YOUR VALUABLES (TAKE PICTURES IF POSSIBLE).
- CONSIDER RENTING A MOVABLE STORAGE UNIT. THEY CAN BE LOADED AND STORED OFF LOCATION DURING THE SALE OF YOUR HOME. ONCE YOU ARE READY TO RELOCATE, THE UNIT CAN MEET YOU AT YOUR NEW LOCATION.
- NOW IS THE TIME TO PURGE. DECIDE HOW YOU WILL BE GETTING RID OF UNWANTED ITEMS.
- GET PACKING! COLLECT BOXES, TAPE, BUBBLE WRAP, NEWSPAPERS, GARBAGE BAGS AND MARKERS - OR LET YOUR MOVERS DO IT FOR YOU.
- SCHEDULE MOVERS AS NEEDED.
- IF YOU ARE HIRING A MOVING COMPANY, KEEP A COMPLETED BILL OF LADING UNTIL YOUR POSSESSIONS ARE DELIVERED TO YOUR NEW HOME, THE CHARGES ARE PAID AND ANY CLAIMS ARE SETTLED.
- RECYCLE FLAMMABLE MATERIALS OR CONTAINERS THAT MAY LEAK, INCLUDING FIREWORKS, ACIDS, CLEANING FLUIDS, MATCHES, AEROSOL CANS, PAINT, ETC.
- TAKE CARE OF ALL LAST-MINUTE DETAILS

Be Prepared For Completion Day

- PLAN ON MAINTAINING HOMEOWNER'S INSURANCE FOR 2-3 DAYS AFTER COMPLETION
- LEAVE APPLIANCE MANUALS, WARRANTY INFORMATION AND SPARE KEYS IN THE HOUSE, OR BRING TO YOUR AGENT
- MAKE SURE THE HOUSE IS "BROOM CLEAN" AND ALL TRASH AND DEBRIS - INCLUDING GARAGE AND ATTIC - ARE REMOVED PRIOR TO BUYER'S FINAL WALK THROUGH
- BRINGS DRIVER'S LICENSE OR OTHER FORM OF PHOTO ID TO YOUR LAWYER'S OFFICE
- IF YOU ARE IN A CONDO OR CO-OP, BE SURE TO SCHEDULE YOUR MOVE WELL IN ADVANCE. CHECK YOU CONDO/CO-OP DOCS FOR MOVING RULES AND RESTRICTIONS



KEEP CALM

For The Kids

YOUR CHILDREN MAY FEEL ANXIOUS AND EXCITED AT THE THOUGHT OF A MOVING ADVENTURE. TO ENSURE THAT THEY ARE MOST COMFORTABLE IN THEIR NEW SURROUNDINGS HERE ARE SOME SUGGESTIONS.

- BE SURE TO INVESTIGATE THE LOCAL CHILDREN ATTRACTIONS IN YOUR NEW DESTINATION PARK DISTRICT PROGRAMS MAY BE AVAILABLE FOR CLASS ENROLLMENT
- RESEARCH THE AGES OF CHILDREN NEARBY ASSIST IN GETTING THE KIDS' ROOMS SET UP FIRST
- RENTAL MOVIES MIGHT HELP KEEP KIDS OCCUPIED AS YOU BEGIN TO GET MOVED INTO YOUR NEW HOME HAVE SNACKS AND DRINKS AVAILABLE ON MOVING DAY
- SPECIAL BOOK(S) OR CRAFT ITEMS AND GAMES MAY KEEP THE KIDS OCCUPIED ON MOVING DAY
- IF THE CHILDREN ARE YOUNG, A BABYSITTER MAY ASSIST YOU IN BEING RESPONSIBLE FOR THE KIDS ON THE DAY YOU MOVE INTO YOUR NEW HOME.
- HAVE A CHANGE OF CLOTHES EASILY ACCESSIBLE FOR THE KIDS
- ANY MEDICATIONS THAT ARE TAKEN ON A REGULAR BASIS SHOULD BE ACCESSIBLE TO YOU





TAKING CARE OF

The Pets

YOUR PETS REQUIRE SPECIAL CARE AND ATTENTION WHEN MOVING TO A NEW LOCATION. HERE ARE SOME SUGGESTIONS ON MAKING THE MOVE AS COMFORTABLE AS POSSIBLE:

- SMALL DOGS AND CATS CAN BE FLOWN BY AIR TRANSPORTATION OR DRIVEN ALONG IN THE CAR. THERE ARE BUSINESSES THAT SPECIALIZE IN THE TRANSPORTATION OF PETS.
- SOMETHING FAMILIAR TO YOUR PET SUCH AS A TOY OR AN ARTICLE OF CLOTHING OR BLANKET MAY HELP YOUR PET FEEL MORE COMFORTABLE DURING THE FLIGHT.
- IF YOUR PET IS FLYING WITHOUT YOU, BE SURE YOU HAVE ARRANGED FOR SOMEONE TO PICK UP YOUR PET. IF YOU DO NOT KNOW ANYONE IN THE NEW DESTINATION, A LOCAL KENNEL CAN DO THAT FOR YOU. SOME KENNELS WILL BOARD PETS, WHICH MAY ASSIST YOU IN THE MOVE AS WELL.
- IF YOUR PET(S) ARE TRAVELING WITH YOU IN THE CAR, BE SURE TO HAVE THEIR WATER BOWL, LEASH AND FAVORITE TOY. BE SURE TO MAKE FREQUENT STOPS AS PETS CAN GET CARSICK EASILY AND BEING RESTRICTED IN A CAR ALL DAY CAN MAKE THEM NERVOUS AND UPSET. SOME MOTELS AND HOTELS OFFER ACCOMMODATIONS FOR PETS. BE SURE TO PLAN YOUR STAY ON THE ROAD AHEAD OF TIME.
- SMALLER PETS SUCH AS HAMSTERS, BIRDS AND OTHER SMALL ANIMALS CAN BE TRANSPORTED IN THE CAR FAIRLY EASILY. MAKE SURE THAT YOUR PET HAS ENOUGH FOOD AND WATER IN THEIR CAGES AND ARE KEPT OUT OF DRAFTS OR EXTREME TEMPERATURES. COVER THEIR CAGES TO KEEP THEM QUIET AND CALM.

REMEMBER

Plants Are Living Too

IT IS BEST FOR THE PLANTS IF YOU CAN TRANSPORT THEM IN THE CAR. HERE ARE SOME SUGGESTIONS FOR MOVING YOUR PLANTS.

- THREE WEEKS BEFORE YOU MOVE, PRUNE BACK YOUR PLANTS TO MAKE THEM HARDIER AND LESS BULKY FOR THE TRIP.
- TWO WEEKS BEFORE MOVING, PLACE YOUR PLANTS IN A BLACK PLASTIC BAG WITH A PEST/BUG STRIP OR PEST CONTROL POWDER. CLOSE THE BAG AND PLACE IN A COOL AREA OVERNIGHT. THIS WILL KILL ANY PESTS ON THE PLANTS OR IN THE SOIL.
- THE DAY BEFORE YOUR MOVE, PLACE PLANTS IN THE TRAVEL CONTAINERS. CARDBOARD BOXES ARE PREFERABLE. SECURE THE PLANTS BY PACKING DAMPENED NEWSPAPER OR DAMPENED PACKING PAPER AROUND THE BASE OF THE PLANTS AND SOIL. USE MORE PAPER TO CUSHION THE LEAVES AND PLACE A FINAL LAYER OF WET PAPER ON TOP OF THE PLANTS TO KEEP THEM MOIST.
- ON MOVING DAY, SET THE BOXES ASIDE SO THAT THE MOVING COMPANY DOES NOT LOAD THEM ONTO THE MOVING VAN.
- ON MOVING DAY, CLOSE UP THE BOXES AND PUNCH AIR HOLES IN THE TOP...LOAD THEM INTO YOUR CAR. WHILE PLANTS ARE IN THE CAR, TAKE CARE NOT TO LEAVE THE PLANTS IN EXTREME HEAT OR COLD.
- UNPACK THE PLANTS AS SOON AS YOU ARRIVE. REMOVE PLANTS FROM THE BOTTOM OF THE BOX IN ORDER TO AVOID BREAKING THE STEMS.
- GRADUALLY EXPOSE PLANTS TO SUNLIGHT TO REDUCE SHOCK.
- IF YOU LEAVE YOUR PLANTS BEHIND, TAKE CUTTINGS. PUT THE CUTTINGS IN TO A PLASTIC BAG WITH WET PAPER TOWELS WRAPPED AROUND THE CUTTINGS.



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