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MOVING CHECKLIST

Life can get hectic when you are in the process of moving; therefore, in order to avoid overlooking important matters, consider using this checklist as a guide.

| TO DO LIST | TARGET DATE | COMPLETED (X) |
|--|-------------|---------------|
| If you plan to use a Moving Company to help you pack and/or move, get quotes and decide which Moving Company to use! (This should be done, as far in advance as possible!) | | |
| Once your move date is confirmed, contact the Moving Company to schedule the move! | | |
| Notify your current utility companies (e.g., gas, electric, phone, cable, etc.) as to when the utilities are to be taken out of your name and where your final invoice should be sent. (This should be done once you have confirmed your final date of possession.) | | |
| Notify the utility companies (e.g., gas, electric, phone, cable, etc.) as to when the utilities are to be put in your name at your new home. (This should be done once you have confirmed the date you will be taking possession of your new home.) | | |
| Arrange for leased items (e.g. water softener unit, cable box, etc.) to be returned, as applicable. | | |
| Send out notifications regarding your address change, and indicate the effective date of the change. Be sure to notify your Bank, employer, family, friends, lenders, insurance companies, credit card companies, doctor, dentist, veterinary, and magazine/newspaper companies (to which you subscribe). | | |
| Notify the US Postal Service (USPS) of your address change. You may update your address online at www.usps.com . | | |
| If you have unused money left in escrow at time of closing on your home, follow up with the mortgage company to ensure the balance of the funds is sent to your new address. (Each mortgage company is different; it may take 4-8 weeks to receive the reimbursement.) NOTE: Some mortgage companies factor in the unused escrow, in the pay-off amount that they provide the Title Company at time of closing; therefore, you will want to follow up with your mortgage company regarding their procedures. | | |
| If you pay your homeowner's/renter's insurance directly to the insurance company/agent (rather than through escrow), be sure to notify the insurance company/agent of your closing (sale) date (or last date of lease) and advise where the balance of the funds are to be mailed. | | |
| If you are moving to a different city/state, research reputable doctors and dentists in the area to which you are moving. Arrange for your medical/dental records to be transferred from your current doctor/dentist office to the new doctor/dentist. | | |
| If you are moving to a different school district and have children who will be going to a new school, ensure you notify the current and new schools far in advance, to find out what school records will need to be transferred. If possible, schedule an orientation day at the new school, so your child(ren) may get acquainted with their teacher(s) and the layout of the school. | | |
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Check out www.HatleyTeam.com for more useful information!