

Seller's Moving Guide



BC

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Moving Checklist

SIX WEEKS BEFORE:

- ☐ **Create an inventory sheet of items to move.**
- ☐ **Research moving options.** You'll need to decide if yours is a do-it-yourself move, or you'll be using a moving company.
- ☐ **Request moving quotes.** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services with moving companies.
- ☐ **Discard unnecessary items.** Moving is a great time for ridding yourself of unnecessary items. Have a yard sale or donate unnecessary items to charity.
- ☐ **Packing materials.** Gather moving boxes and packing materials for your move.
- ☐ **Contact insurance companies.** (Life, Health, Fire, Auto) You'll need to contact your insurance agent to cancel/transfer your insurance policy. Do not cancel your insurance policy until you've closed escrow on the sale.
- ☐ **Seek employer benefits.** If your move is work-related, your employer may provide funding for moving expenses. Your Human Resources rep should have information on this policy.
- ☐ **Changing schools.** If changing schools, contact new school for registration process.

FOUR WEEKS BEFORE:

- ☐ **Contact utility companies.** Set utility turnoff dates, seek refunds and deposits, and notify them of your new address.
- ☐ **Obtain your medical records.** Contact your doctors, physicians, dentists, and other medical specialists who may currently be retaining any of your family's medical records. Obtain these records or make plans for them to be delivered to your new medical facilities.
- ☐ **Note food inventory levels.** Check your cupboards, refrigerator, and freezer to use up as much of your perishable food as possible.
- ☐ **Service small engines** for your move by extracting gas and oil from the machines. This will reduce the chance to catch fire during your move.
- ☐ **Protect your jewelry and valuables.** Transfer jewelry and valuables to a safety deposit box so they cannot be lost or stolen during your move.
- ☐ **Borrowed and rented items.** Return items which you may have borrowed or rented. Collect items loaned to others.

ONE WEEK BEFORE:

- ☐ **Plan your itinerary.** Make plans to spend the entire day at the house or at least until the movers are on their way. Someone will need to be around to make decisions. Make plans for kids and pets to be at the sitters for the day.
- ☐ **Change of address.** Visit your local USPS office (or USPS.com) to complete Change of Address form.
- ☐ **Bank accounts.** Notify bank of address change. Make sure to have a money order for paying the moving company if you are transferring or closing accounts.
- ☐ **Service automobiles.** If automobiles will be driven long distances, you'll want to have them serviced for a trouble-free drive.
- ☐ **Cancel services.** Notify any remaining service providers (lawn services, satellite, internet, etc.) of your move.
- ☐ **Start packing.** Begin packing for you new location.
- ☐ **Travel items.** Set aside items you'll need while traveling, and those needed until your new home is established. Make sure these are not packed in the moving truck!
- ☐ **Scan your furniture.** Check your furniture for scratches and dents before, so you can compare notes with your mover on moving day.
- ☐ **Prepare floor plan.** Prepare a floor plan for your new home. This will help avoid confusion for you and your movers.

MOVING DAY:

- ☐ **Review the house.** Once the house is empty, check the entire house (closets, attic, basement, etc.) to ensure no items are left or no home issues exist.
- ☐ **Sign the bill lading.** Once you are satisfied with the mover's packing your items into the truck, sign the bill of lading. If possible, accompany your mover while the moving truck is being weighed.
- ☐ **Double check with your mover.** Make sure your mover has the new address and your contact information, should they have any questions during your move.
- ☐ **Vacate your home.** Make sure utilities are off, doors and windows are locked, and notify your real estate agent you've left the property.

Pet Moving Checklist

Pets have many needs which become complicated when moving from one place to another. This moving checklist for pets lists all the hurdles of pet relocation.

A MONTH BEFORE MOVING YOUR PET:

- ☐ **Visit the veterinary office.** Make sure to pick up your pet's medical records before leaving your former home. Have your pet vaccinated and stock up on any pet meds needed, until you settle into your new home. If your move is difficult for a pet, ask your vet to prescribe sedatives to be given on and around moving day.
- ☐ **Update your pet ID tags.** Have new tags created with the pet's name, and your new contact information.
- ☐ **Check licensing laws.** Contact the proper authority in your new location, for information on pet licensing requirements. Secure a valid license for your pet, if necessary.

MOVING DAY FOR PETS:

- ☐ **Temporary residence.** Your pet is best kept away from all your moving day activities. They'll likely get agitated when seeing items being removed from the home. Have pets stay with friends, or board them in a kennel for the day.
- ☐ **Transporting your pet.** If you are driving a car, make sure to take plenty of breaks to minimize the chance your pet gets carsick. If your pet is temperature or moving sensitive, cover their cage with a blanket, and keep them in a temperature-regulated environment. If your pet becomes easily stressed, consider giving them sedatives.
- ☐ **Settling into your new home.** Once you are somewhat settled into your new home, let your pet roam around and get used to the new space. Since pets will initially be confused about their new surroundings, keep them confined or leashed until you are certain they will not run away from home. Pets that are stressed and confused, can be kept confined in a small room with their bed, toys, and other items. If your pet has a microchip, contact the company, and provide your updated contact information.

UNUSUAL PET MOVING CIRCUMSTANCES:

- ☐ **Flying with your pet.** If your move requires flying with your pet, check with your airline to see what requirements they may have for pet travel. Try to choose nonstop flights, since pets may become unsettled by air pressure changes and airport handling.
- ☐ **Moving pets internationally.** Those moving to another country, should check with that country's embassy or consulate about any quarantine or health issues related to pet moving. If moving a bird, make sure to secure proper documentation required by the Convention on International Trade in Endangered Species.
- ☐ **Moving fish.** Your local pet store is the best resource for getting information on relocating fish. Depending upon your move, they will have the knowledge and supplies needed for moving fish.

Moving with Young Kids

Your family's move can be an exciting time for you and your children. It can also be a stressful and sad time. Moving represents change which can be difficult at any age. Sharing videos or books about moving, is a great way to prepare kids for what's ahead, and give voice to the range of feelings they may be experiencing.

Most children have an adventurous, curious side to them. Try appealing to this side when telling them the family is moving. This way, you'll help them view the move as an experience that can lead to exciting discoveries.

Even in their excitement, young children will feel some sadness when leaving familiar people, places, and activities. Help your kids with concrete ways to make the "old place to the new place" transition. The following are some tips for you to help your young children cope with the move.

TELLING YOUNGER CHILDREN ABOUT THE MOVE:

- Explain where and why you are moving.
- Highlight benefits of moving that your kids can understand.
- Use maps and pictures to help illustrate where you are going and make the move more concrete.
- Reassure them that their life won't change dramatically.

WHAT TO EXPECT:

Moving to a new place can affect a child's behavior and emotions. Toddlers and young children are egocentric. When you show stress, they may think it's because of something they did. Be mindful of your emotions and actions in their presence, and give them plenty of reassurance.

Younger kids may be the most eager members of your moving team. Let your kids help by assigning tasks you know they can handle.

MOVING TIPS:

- Make a list of all the questions your child has about moving.
- Be sure to allocate enough time to say your goodbyes.
- Make a last visit to their favorite places.
- Plan their new bedroom.

HELPFUL ADVICE FROM PARENTS WHO HAVE BEEN THERE:

- Keep your kids in the loop on important moving information.
- Visit the new school and community before you move.
- Try to keep things and routines familiar.
- Set up a toddler's new room similar to their old one.
- Think about volunteering at school. It might be nice for your child to have a reassuring presence in an unfamiliar environment.

Moving Address Change Checklist

THE ESSENTIALS:

- ☐ Request a "Change of Address" form at USPS post office
- ☐ Friends and family

FINANCIAL INSTITUTIONS:

- ☐ Banks and credit unions
- ☐ Credit card companies (including department store cards)
- ☐ Lenders (mortgage, home equity, auto, student loan)
- ☐ Insurance companies (health, renters, auto, home, medical, dental, disability, life)
- ☐ Retirement (pension plans, 401K, retirement accounts, Social Security, Veterans Affairs)

UTILITIES:

- ☐ Phone services (cellular, land line)
- ☐ Electric
- ☐ Heating
- ☐ Water
- ☐ Sewer
- ☐ Waste Disposal
- ☐ Internet
- ☐ Television (cable or satellite)

GOVERNMENT OFFICES:

- ☐ Depart of Motor Vehicles
- ☐ IRS
- ☐ Passport Office
- ☐ Veteran Affairs
- ☐ Unemployment Office (if applicable)

JOBS:

- ☐ Notify Human Resources department
- ☐ Update your personal marketing materials (business cards, websites, resumes)
- ☐ Employment agencies (temp agencies and recruiters)
- ☐ Professional memberships (licensing and certification boards)
- ☐ Past employers (for W-2)

HEALTH:

- ☐ Physicians (doctors, dentists, optometrists, etc.)
- ☐ Pharmacies
- ☐ Health insurers (HMOs, DMOs, agencies and brokers)

SERVICE PROVIDERS:

- ☐ Cable company
- ☐ Phone company
- ☐ Housecleaning services
- ☐ Delivery services
- ☐ Accountants
- ☐ Childcare
- ☐ Lawn care service
- ☐ Veterinarian (including pet groomer, pet sitters, and microchip service)
- ☐ Pool services
- ☐ Lawyers

AUTOMOBILE:

- ☐ Auto insurance
- ☐ Auto lender
- ☐ Department of Motor Vehicles (changing your vehicle registration)
- ☐ Membership clubs (AAA or similar)
- ☐ Parking permits
- ☐ Warranty (if applicable)
- ☐ Toll pass (Fast Lane, EZ Pass)

MEMBERSHIPS:

- ☐ House of worship
- ☐ Health clubs
- ☐ Community groups (PTA, civic clubs)
- ☐ Children's extracurricular activities (dance classes, music lessons, sports teams)
- ☐ Social clubs

SUBSCRIPTIONS:

- ☐ Newspapers
- ☐ Magazines (USPS will only forward magazine subscriptions for two months)
- ☐ Movie subscriptions (streaming service or other)
- ☐ Mail order houses

OTHER:

- ☐ Air miles reward program
- ☐ Children's schools

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