

## SELLERS moving checklist

- ❑ Provide the post office with your forwarding address two to four weeks ahead of the move.
  - ❑ Notify your credit card companies, magazine subscriptions, and bank of your change of address.
  - ❑ Create a list of friends, relatives, and business colleagues who need to be notified about your move.
  - ❑ Arrange to disconnect utilities and have them connected at your new home.
  - ❑ Cancel the newspaper, or change the address so it will arrive at your new home.
  - ❑ Check insurance coverage for the items you're moving. Usually movers only cover what they pack.
  - ❑ Clean out appliances and prepare them for moving, if applicable.
  - ❑ Note the weight of the goods you'll have moved, since long-distance moves are usually billed according to weight. Watch for movers that use excessive padding to add weight.
  - ❑ Check with your condo or co-op about any restrictions on using the elevator or particular exits for moving.
  - ❑ Have a "first open" box with the things you'll need most, such as toilet paper, soap, trash bags, scissors, hammer, screwdriver, pencils and paper, cups and plates, water, snacks, and toothpaste.
- Plus, if you're moving out of town, be sure to:**
- ❑ Get copies of medical and dental records and prescriptions for your family and your pets.
  - ❑ Get copies of children's school records for transfer.
  - ❑ Ask friends for introductions to anyone they know in your new neighborhood.
  - ❑ Consider special car needs for pets when traveling.
  - ❑ Let a friend or relative know your route.
  - ❑ Empty your safety deposit box.
  - ❑ Put plants in boxes with holes for air circulation if you're moving in cold weather.

