



GROSSE POINTE APARTMENTS, LLC

Moving Checklist

When relocating, there's so much to do! Sometimes it's hard to know what to tackle first. Our moving checklist presents a clear timetable and outlines your next tasks at each step. Please print this out and keep this with you during the process of moving.

One Month Before Moving

- Pick up a Change-of-Address Kit from the Post Office. Also notify the address change with:
 - Friends and family
 - Banks
 - Insurance companies
 - Credit card companies
 - Magazines and newspapers - cancel local newspaper delivery
 - Doctors, dentists and other providers - transfer drug prescriptions
 - Past employer - for W2 forms
- Take a look around the house. Start to think about what you don't want to take with you.
 - Use up perishable foods
 - Sell, donate or hold a garage sale for unwanted items
- Prepare a list of what you want to move.
 - Large appliances?
 - Outside furniture?
- For full service moves:
 - Get written estimates from several moving companies
 - Will the movers pack for you?
 - What items won't they move?
 - Get appraisals of high-value items in case of future claims
- For do-it-yourself moves, make arrangements for truck rental and moving help, and buy packing supplies:
 - Boxes
 - Packing and masking tape
 - Markers
 - Newspapers
 - Twine
- Start packing boxes. Mark boxes clearly as to contents and room to be placed in. Mark "Open First" clearly on boxes containing important items to be unpacked first:

- Dishes
- Pots and pans
- Alarm clock
- Bedding
- Special toys
- Towels
- Lightbulbs
- Plates
- Tools - hammer, pliers, wrench
- Stop by and make arrangements for picking up your important records:
 - Birth
 - Doctor
 - Dentist
 - Legal
 - Optician, optometrist
 - School - make sure you get one with a raised seal
 - Veterinarian
- Close out your bank accounts:
 - Checking
 - Savings
 - Safe Deposit Box
- Start a new bank account in your new town.
 - Transfer account from current bank?
- Contact your child's new school and notify them of your upcoming move to their area.
- Contact the Chamber of Commerce in your new town. Request a relocation package.

Two Weeks Before Moving

- Pack your vital documents in one place:
 - Passports
 - Military records
 - Mortgage records
 - Marriage license
 - Birth certificates
 - Vehicle titles
 - Stock certificates
 - Insurance papers
 - Bank records
 - School records
 - Medical records
 - Tax records

- Make arrangements to disconnect your utilities. Get refunds for any deposits made. Have meters read. Give new address for them to send their final bill:
 - Cable - return box if necessary
 - Electric
 - Gas
 - Internet access
 - Telephone
 - Water
- Make arrangements to connect utilities at your new residence.
- Make arrangements for cleaning
- Inquire about your new state's auto licensing procedure and auto insurance rates.
- Check with your insurance company about transferring coverage to your new home.
- Arrange to have a sitter watch your children at their house on moving day.

One Week Before Moving

- Dispose or drain any flammable items:
 - Lawn mower gas
 - Snow blower gas
 - Paint
 - Aerosol cans
- Plan what goes in the car with you:
 - Toys and games for kids
 - Special breakable items or collections
 - Important documents and records
 - Change of clothes and toiletries for your first day
 - Vacuum cleaner - if you want to clean right away
 - Toilet paper
 - First aid kit
 - Food kit with bottled water, cereal, bananas
- Make travel arrangements for your pets and plants.
- Purchase moving insurance if you have valuable antiques and collections.
- Have your car tuned up.

The Day Before Moving

- Defrost, clean and air out your refrigerator.
- Clean your stove.
- Make sure you have payment ready for the mover - they will not unpack without a check. Check your moving company's payment policies.
- Purchase traveler's checks for other possible expenses.
- Pack your former town's phone book for future correspondence.
- Get a simple breakfast ready for the next morning.
- Pick up ice and beverages for moving day.
- Take down curtains and curtain rods.
- Get a good night's sleep

Moving Day

- Strip your beds.
 - Moving company - will they disassemble?
- Show movers around. Make sure your possessions to be moved are inventoried with them.
 - Write "subject to further inspection for concealed loss or damage" on contract when you sign to protect yourself should you find damage while unpacking.
- Get all keys together. Put in a safe spot.
- Make sure moving van driver has correct address, phone number and directions. Confirm delivery date with him.
- Check all rooms one last time. Remember closets and cupboards, basement and garage! Make sure all windows and doors are locked.

After Moving

- Explore your new neighborhood. Locate the nearest convenience and hardware store, pharmacy, supermarket, video rental, school and library, etc.
- Check smoke alarm, carbon monoxide detectors, and fire extinguisher.
- If necessary, install a new door lock and/or dead-bolt.
- Update your address information if you haven't done so (driver's license, car registrations, insurance, credit cards, bank accounts, voter registration).
- If you have not received your security deposit, call your landlord to confirm your new address.
- Call the Internal Revenue Service to change your address. You can also visit the IRS online at www.irs.gov.