

BENCHMARK PROPERTY INSPECTIONS LTD.

610 Rivera - Mulvane, KS 67110 316-393-0735 FAX - 316-777-9209 www.jeffinspects.com Reg.# 0110-0001

MOVING CHECKLIST

1- 2 Months Before Moving

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method (truck rental, hiring movers, etc) and get cost estimates
- See if your employer will provide moving expense benefits
- Research storage facilities if needed
- Schedule disconnection/connection of utilities at old and new place
- Phone Internet Cable Water Garbage Gas Electric
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Hold a garage sale, donate, sell, or trash unnecessary items (the less you have to move the less it costs)
- Schedule transfer of records (medical, children in school, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Make any home repairs that you have committed to making
- Return borrowed, checked-out and rented items
- Get things back that you have lent out
- Start using up non-perishable food you have stored so there is less to move

3 - 4 Weeks Before Moving

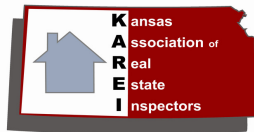
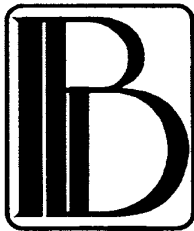
- Finalize moving method and make necessary arrangements
- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself - label as DO NOT MOVE
- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE
- Create an inventory list of items and box contents, including serial numbers of major items - use this as an opportunity to update your home inventory
- Fill out a *Change of Address* form at a post office or online

Provide important contacts with your new address:

- Employers Family & Friends Attorney Accountant Others
- Cancel automated payment plans and local accounts/memberships if necessary

1 - 2 Weeks Before Moving

- Take your vehicle(s) in for a check up, especially if you are traveling very far
- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day
- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on move day
- Notify your insurance and credit card companies about change of address



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- Reconfirm your method of moving with those involved
- Make sure your prescriptions are filled
- Schedule cancellation of services for your old home
- Newspaper Housecleaning Lawn Pool Water Delivery
- Check your furniture for damages - note damages on your inventory
- Take furniture apart if necessary (desks, shelves, etc.)
- Make sure all paperwork for the old and new home is complete
- Get rid of flammables such as paint, propane, and gasoline

2 - 4 Days Before Moving

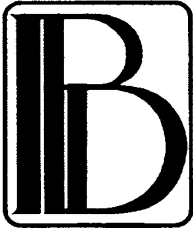
- Empty out your safe deposit box, secure those items for safe travel
- Begin to pack your suitcases with clothes and personal items for the trip
- Try and use up perishable food
- Confirm all moving details and insure that you have all necessary paperwork
- Make a schedule or action plan for the day of the move
- Plan when/how to pick up the truck (if rented)
- Prepare for the moving expenses (moving, food, lodging)
- Continue cleaning the house as you are packing
- Defrost your freezer and clean the fridge
- Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- Pack a bag for water bottles, pen/paper, snacks, documents, and essentials

Moving Day

- Set aside boxes/items that you are moving yourself (make sure you'll have room)
- Remove bedding and take apart beds
- Go early to pick up the truck if you rented one
- Take movers/helpers through the house to inform them of what to do
- Walk through the empty place to check for things left behind - look behind doors and on shelving
- Leave your contact info for new residents to forward mail
- Take inventory before movers leave, sign bill of lading
- Make sure your movers have the correct new address
- Lock the windows and doors, turn off the lights
- Use a padlock to lock up a rented truck

At your new place ...

- Verify utilities are working - especially power, water, heating, and cooling
- Perform an initial inspection, note all damages, take photographs if needed
- Clean the kitchen and vacuum as needed (especially where furniture will be going)
- Direct movers/helpers where to put things
- Offer drinks and snacks, especially if the helpers are volunteers
- Assemble beds with bedding



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MOVING CHECK LIST Page 3

- Check for damages while unpacking - be aware of deadline for insurance claims
 - Replace door locks and make at least 2 copies of your new keys (having all locks keyed alike is recommended)
 - Confirm that mail is now arriving at your new address
 - Make sure your previous utilities have been paid for and canceled
- Complete your change of address checklist:**
- Bank(s) Credit Cards IRS Loans Insurance Pension plans
 - Attorney Accountant Physicians Family support
 - Newspapers Magazines Licenses Memberships
- Schedule a time to get a local driving license and update vehicle registration
 - Get local phonebooks and maps
 - Find new doctors, dentists, etc, depending on your needs & insurance
 - After you are moved in, update your home inventory, including photos of rooms
 - Update your renters insurance or homeowners insurance if needed

Moving is one of the most stressful events in your life. Planning ahead and being prepared for the unexpected can help prevent headaches and costly mistakes.