



Moving Checklist

Concierge Phone: 800-353-9949

Email: nj.concierge@coldwellbankermoves.com

For Service Provider Recommendations

visit: www.coldwellbankermoves.com/nj-concierge.aspx

6 Weeks Before

- If you are having a moving sale, plan the date, time, etc.
- Start a receipt envelope for all your moving expenses.
- Gather auto licensing and registration documents, medical, dental and school records, birth certificates, wills, deeds, stock and other financial documentation, etc.
- Arrange for school transcripts to be sent to the new school.
- Have W-2's and other tax forms forwarded. Contact the [IRS](#) to change your address.
- Send your change of mailing address to the [US Postal Service](#).
- [Contact Concierge](#) to obtain estimates from truck rental companies or moving companies and determine your town's parking rules.
- Begin the off-site storage process (if applicable).
- Call 1-800-CLEANUP or visit <http://earth911.com/> for locations to take hazardous materials.

5 Weeks Before

- If you are having a moving sale, begin cleaning and pricing items.
- Contact charitable organizations or check with your [community](#) to donate unwanted household goods, clothing, etc.
- Ask your insurance agent to make sure your possessions are covered during the move to your new home.
- Transfer or obtain insurance for your new home. [NRT Insurance](#)
- Obtain items necessary for packing: boxes, packing materials, heavy-duty tape, scissors, felt markers.

4 Weeks Before

- Start Packing.
- Register children in their new school.
- If you're having a sale, continue cleaning and pricing items. Place your ad.
- Make sure you scheduled your change of address with the [US Postal Service](#).
- Contact gas, electric, oil, water, telephone, cable TV, newspaper and trash collection companies for service disconnect/connect at your old and new addresses. Also, ask for final readings. [Online Utility Service](#)
- Be sure your Coldwell Banker Home Protection Plan is in place. Contact Coldwell Banker Concierge at 800-353-9949 or send an [email](#) for more information.

Moving Checklist continued

3 Weeks Before

- Hold your moving sale.
- Select a new bank if you are moving out of the area.
- Take pets to the veterinarian and get copies of their records. Make arrangements for their move.
- Schedule a cleaning service for final cleaning. Contact Coldwell Banker Concierge at **800-353-9949** or send an [email](#) for a recommendation.

1 Week Before

- Get a bank or certified check for movers.
- Drain gas & oil from power equipment.
- Close your checking and savings accounts. Have funds transferred to your new bank.
- Finish packing, leaving only the absolute necessities to be packed on moving day.
- Give mover specific directions to your new home and prepare a sketch of your new floor plan to help your movers place the boxes and furniture in the right rooms.
- Return leased/borrowed items.
- Check your prescriptions to make sure you have enough to get you through your move.
- Get trash and recycling pick-up schedule for new home. [Select your Community Website](#)

Moving Day

- Go through closets, basement, garage, etc., to make sure nothing is left behind.
- Don't leave home until the moving truck is completely loaded and on its way.
- Record all utility meter readings (gas, electric, and water).
- Leave house keys with your real estate sales associate or the new owners.
- Plan to rekey locks at your next home.
- Pack a survival box with important phone numbers, bathroom supplies, pocket knife, box opener.



Change of Address Checklist

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“Return to sender” is fine for the famous song, but you don’t want to see it holding up your correspondence after you move. Missing your mail is inconvenient, and can sometimes cause lapses in important payments of insurance, credit cards and other bills. To make sure your mail moves contact the [US Postal Service](#) at least a month in advance of your move, begin to notify individuals, companies, and institutions that your address will be changing.

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|-----------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Insurance Companies |
| <input type="checkbox"/> Alumni Associations | <input type="checkbox"/> Investment Companies |
| <input type="checkbox"/> Appliance Service Contracts | <input type="checkbox"/> IRS |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> IRAs |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Lending Institutions |
| <input type="checkbox"/> Book Clubs | <input type="checkbox"/> Magazine/Newspaper Subscriptions |
| <input type="checkbox"/> Catalog Merchants | <input type="checkbox"/> Mailing Address |
| <input type="checkbox"/> Charitable Organizations | <input type="checkbox"/> Physicians |
| <input type="checkbox"/> Credit Cards | <input type="checkbox"/> Place of Worship |
| <input type="checkbox"/> Dentist | <input type="checkbox"/> Professional Clubs/Organizations |
| <input type="checkbox"/> Drivers License and Vehicle Registration | <input type="checkbox"/> Stockbroker |
| <input type="checkbox"/> Employers | <input type="checkbox"/> Veterinarian |
| <input type="checkbox"/> Frequent Flyer Programs | <input type="checkbox"/> Voter Registration |
| <input type="checkbox"/> Friends and Family | |