

HERSHEY'S MILL MOVING CHECKLIST



WAGNER
REAL ESTATE
4 GENERATIONS SINCE 1930

1-2 Months Before Move

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates
- Research storage facilities (if needed)
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in your new place - use a floor plan or sketch. **There are some great free online tools like: <http://planner.roomsketcher.com> and <http://www.planyourroom.com>**
- Hold a garage sale, donate, sell, or start to trash unnecessary items
- Schedule transfer of medical records (if necessary)
- 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 food you have stored so there is less to move

3-4 Weeks Before Move

- Finalize moving method and make necessary final 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 - ***you can use this as an opportunity to update your home inventory***
- Fill out a *Change of Address* form at your post office or online - this is very important!! [You can do it online here!](#)**

Provide important contacts with your new address:

[] Employers [] Family & Friends [] Attorney [] Accountant [] Others

Notify your insurance and credit card companies about change of address

Cancel automated payment plans and local accounts/memberships (if necessary)

Take your vehicle(s) in for a tune-up, especially if you are traveling very far on moving day

1-2 Weeks Before Move

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

Begin to pack your suitcases with clothes and personal items for the trip

Reconfirm your method of moving with those involved

Make sure your prescriptions are filled

Empty out your safe deposit box, secure those items for safe travel

Schedule disconnection/connection of utilities at old & new home. A list of commonly used utility local area providers can be found [HERE](#) on our website. Utilities must be on at the home being purchased through the day of closing.

***SELLERS will want to schedule utility shut offs effective as of midnight the day of closing.**

***BUYERS should arrange for new service or service transfer into your name as of midnight the day closing.**

[] Phone [] Internet [] Cable [] Water [] Garbage [] Gas [] Electric

Schedule cancellation of other personal services for your old home

[] Newspaper [] Housecleaning [] Lawn [] Pool [] Water Delivery [] Medication Delivery

Check your furniture for damages - note damages on your inventory

Take any furniture apart if necessary (desks, shelves, etc.)

Make sure all paperwork for the old and new house is complete

If traveling far, notify credit card company to prevent automated deactivation

Get rid of flammables such as paint, propane, and gasoline properly.

Try and use up perishable food

2-4 Days Before Move

- Confirm all moving details and that you have 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
- Set aside boxes/items that you are moving yourself (make sure you'll have room)

Moving Day

- 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 in the basement
- 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
- Begin unpacking, starting with kitchen, bathroom and other essentials

Moving In - Weeks 1-2

Check for damages while unpacking - be aware of deadline for insurance claims

Replace locks if necessary and make at least 2 copies of your new keys

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 (if applicable) and update vehicle registration

Get local phonebooks, community directories and maps.

Wagner Real Estate offers free maps of Hershey's Mill at our office near the front gate

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

**THANK YOU ALLOWING US TO BE OF SERVICE & GOOD
LUCK IN YOUR NEW HOME**

