

## **Capital Home Builders & Developers**

*After many months of research, planning and excitement, the day you've been waiting for arrives—the day you move into your brand-new Capital Home Builders home! We've put together some information to help you prepare and to make the transition even smoother.*

*We hope the Moving Checklist answers all your questions, and that we were helpful in your move.*

*We hope the following checklist will help your move go smoothly!*

### **8 WEEKS**

- Start getting estimates for movers and other moving expenses, and budget for these costs.
- Make a file for all moving estimates and receipts.
- Call the IRS to find out which expenses are tax deductible.
- Review your walkthrough and closing dates for your new home.
- Research your new community, either on the Internet or with your new Chamber of Commerce.

Some areas to look into include

- Doctors, dentists, pharmacies and veterinarians
- Hospitals, fire stations and police stations
- Schools and day care facilities
- Banks
- Shopping
- Religious Centers
- House cleaning, snow removal and lawn care services
- Health clubs
- Storage facilities
- Internet service providers

### **7 WEEKS**

- Make a list of everything you own, divided into the following categories: items to be moved by movers, items to be moved yourself and items to be left behind.
- Gather medical and dental records (don't forget prescription and vaccination records!) and ask current doctors for referrals in your new community.
- Call your American Home Insurance agent to confirm new policies.
- Contact your child's school and have records transferred.
- Call all clubs and organizations you belong to and inquire about transferring or ending your membership.

### **6 WEEKS**

- Create a list of valuables that are impossible or difficult to replace (e.g., stock certificates, jewelry, wills).

- Take an inventory of everything you will get rid of and plan a rummage sale or charity pick up.
- Make an effort to use up frozen food that can't be moved.

#### 5 WEEKS

- Start gathering boxes if you are packing yourself.
- If you have pets, transfer vet records.
- Cancel deliveries if they are no longer needed.
- Register your kids in their new school.
- File a change of address with the post office, as well as with credit card companies, magazines to which you subscribe, friends and family.
- Call the utility companies for disconnect service. Have service transferred, or call new utility company for connection service (cable, electric, gas, fuel, phone, water).

#### 4 WEEKS

- If packing yourself, start packing up items that are rarely used, such as fancy dishes, glasses and artwork.
- If you are currently in an apartment, contact building management about moving day restrictions.
- Complete any necessary repair work on your old home.
- Schedule a moving date with your moving company.
- Relocation papers showing start date, pay and company buyout, if any.
- Fax number of Human Resources department from your current employer.

#### 3 WEEKS

- Return library books, pick up items at the dry cleaners and any items at repair shops.
- Decide whether you are keeping or giving away plants.
- Have your car serviced if you will be driving it a great distance for your move.

#### 2 WEEKS

- Transfer or close bank and credit union accounts, and pick up traveler's checks.
- Confirm travel arrangements.
- Clear out and clean your home. (particularly attic, basement, closets).
- Drain gas in your lawn mower and power tools.
- Clear out any safety deposit boxes, and check secret hiding spots for valuables or hidden keys.

#### 1 WEEK

- Label goods with labels provided by your moving company.
- Empty and defrost fridge at least 24 hours before moving.
- Pay all outstanding bills.
- If your old home will be vacant, tell the police and neighbors.
- Finish packing and set aside essentials for the road, such as
  - Cash
  - Checkbook
  - Traveler's checks
  - Toiletries
  - Medications
  - Light bulbs

- Toilet paper
- Pet food
- Eyeglasses or contact lenses
- Toys and games to entertain kids in the car
- Necessary moving information

#### **MOVING DAY**

- Provide movers with specific loading instructions, directions to your new home, etc.
- Check the entire home one last time.
- Leave your new address for the future residents so they can forward any stray mail.
- Separate last load items, such as your vacuum and bed sheets (the first things you will want when you unload).
- You will probably arrive before the moving truck. Look things over and make sure the utilities and phone have been connected.
- Take a look at the layout of your new home and determine where movers should place furniture. Have payment ready for movers.

#### **AFTER THE MOVE**

- Keep all records and documents in one place for tax purposes.
- Get a new driver's license and plates if necessary.
- Register to vote.

Call your local newspaper, cable company and Internet service provider for subscriptions.