



Moving Checklist

Disclaimer: This is by no means an exhaustive list that takes everything into consideration. It is only to be used as a guide to assist you in thinking about important things you should take into consideration when moving. Neither Brown & Brown Realty nor its real estate agents, owners, or employees are to be held responsible for any omissions or errors on this checklist.

A MONTH BEFORE THE MOVE

1. Reserve a moving company for your move as soon as you know you are moving. If you need packing assistance, the moving company can also pack up your house, apartment, or condo for you. Tip: You may want to ask if they can bring a truck one day prior to closing and begin packing your household goods and leave the truck parked there locked overnight. Then, the next day, after closing, they can deliver the truck as soon as your new home has funding (cash or check from lender at title company).
2. You can call your local grocery stores (Publix, Kroger, Winn Dixie, Albertson's, Wal-Mart, etc.) to ask them to save some boxes for you. Krogers has great flower boxes that can serve as wardrobe boxes. Publix has great apple boxes that are really sturdy.
3. Start to clean out closets, the garage, and attic.
4. Host a garage sale or donate your unwanted things to charity.
5. Arrange to transfer school records (if applicable).
6. Get change of address cards from your local post office or change your address online.
7. Notify magazines, charge accounts, insurance companies, clubs, and all other organizations of your change of address.
8. If possible, get the owner's manual for the appliances in your new home.

ONE TO TWO WEEKS BEFORE THE MOVE

1. Schedule the closing time and day (the day is usually established by contract but you can close a day earlier using what we call a "Dry Closing"). There is always a danger that we do not close in time or even on the day specified, especially if the funds are not sent to title companies in time or if closing is scheduled for a Friday. So, you will want to close as early as possible (9am is the earliest and you will not want to close past 1pm) and close at the title company to ensure signed paperwork is already at the title company instead of closing at your current address with a mobile notary.
2. Make a "survival closet" of things you will need for the final clean-up and include snacks for the last day. Also, don't forget seasonal items (snow gear for the kids to go sledding, swimming trunks, etc.)
3. If you decide to pack yourself, label all moving boxes as you pack. Write the destination room on the top and sides of each moving box to ensure it gets to the right place in your new home. If you're pressed for time, or overwhelmed with packing, most moving companies have full service packing solutions and some even have concierge that will place your clothes in an organized way in your closets, put your silverware in your draws, etc.

4. Schedule disconnects for utilities such as gas, electric, water and the telephone to be one day after your closing date. If you have a landline, do not disconnect it until after your move. Arrange for refunds that are due, and schedule connections for your new residence.
5. Cancel newspapers, Internet, cable TV, security, pest control, cleaning help, lawn maintenance, and any other services you receive.
6. Call utility companies to have things turned off one day after closing and make sure I have all the utility information for the new buyers. They will need your utility information to setup services to begin the day after closing.
7. If you plan on cleaning your home yourself on the day of closing, be sure to not pack your broom, dustpan, wash rags or wet wipes, pinesol, vacuum, etc. you will need to clean. If you plan on hiring a housekeeper, they will usually charge \$100-\$200 to clean your home after everything is moved out of the home. Feel free to use the housekeepers we have on our checklist located at <https://tinyurl.com/BBREPreferredContractors>.

THE WEEK OF THE MOVE

1. Try to have your funds at the title company one day before closing (if paying cash). This will help to ensure there are no delays at closing.
2. Mail in your change of address forms.
3. Clean the stove and finish up any last minute cleaning before move day.
4. Finish up packing and be sure all items are boxed and ready to go prior to the movers' arrival.

THE DAY BEFORE THE MOVE

1. Clean the refrigerator, then defrost and dry (if it remains with the house).
2. Get enough cash to tide you over. Cash comes in handy if you need to order pizza during your move, or dinner in your new place!
3. Find your broom, dustpan, wash rags or wet wipes, pinesol, vacuum to make sure you have them handy for tomorrow after all belongings are out of the house. Call your housekeeper to make sure she is going to be here tomorrow when you expect to have everything out.
4. Say goodbye to your neighbors!

DAY OF THE MOVE

1. Pack your suitcase and day of the move box with all necessary essentials to get you through the next few days in case you don't get to unpack right away.
2. Be sure you're present when the movers arrive so you can walk them through the home and indicate what you need moved or anything in particular they should be aware of.
3. Once all belongings are loaded onto the moving truck, you will see a lot of dirt, and dust bunnies all over the place. Please clean the kitchen appliances, the, wipe down the kitchen counters, clean the bathroom toilets and pour a ¼ cup of Pinesol in each toilet to make them smell fresh, wipe the window sills out, sweep the floor and or vacuum. In

other words, leave your house in the same condition you would expect when moving into your new home.

4. Be sure to do one more walkthrough and lock all windows and outside doors, in addition to checking all lights and ensuring your thermostat is on normal settings for the year (72 for the summer and no lower than 60 degrees in winter). If you are headed out of town prior to closing, be sure to turn the water off at the main before you leave to avoid any water emergencies especially during the winter months. You will be paying for electricity, gas and water through the day of closing.
5. The buyer's agent will probably take the key with them out of the lockbox and will give it to the new buyers after all documents have been signed, documents have been swapped by title companies and the property has been funded. Please leave the remotes and additional keys on the counter in the kitchen. Leave any manuals and warranties in a kitchen drawer for the new owners.