

Moving Check List

60 Days Before Moving Day

- **Make a moving folder**

Include important documents in a 3 ring binder or on a digital folder in your computer. Include moving quotes, insurance records, and your lease if applicable. Moving receipts are important for tax purposes come April 1st.

- **Know the size of your move**

Are you a do-it-yourselfer and plan to tackle it all on your own? You may need people to do the heavy lifting. Decide beforehand if you will rent a truck or use a pod.

- **Begin to Declutter**

The less you have, the easier the move will be. Get rid of everything you can easily part with. Decide to Sell or donate and only throw away useless stuff. Host a garage sale, sell items on the internet or make donations to local charities.

- **Hire a Moving Company**

Read the terms and know what they will not move. Save money on boxes by using boxes from grocery stores, liquor stores or restaurants. Aldi is a great place to start. Review the dimensions of your new home and be sure any furniture you want to bring will fit in the new space. You don't want to take items that can not fit in your new home.

- **Begin Packing**

choose a corner, or a room and pack items you won't be using prior to your move. Pack off season clothing first and books. Kitchen items you use seasonally can be picked first as well. If you have your original boxes for your kitchen items that's great. If not, use bubble wrap to secure the kitchen items in transport.

- **Label Everything**

Be sure to label each items and pack boxes room by room, clearly labeled as to the room destination.

30 Days Before Moving Day

- **Pack for Real**

Box the items that survived the decluttering stage. Think about what you'll need to use right up until moving day such as clothing, essential cooking items, toiletries, shoes and chargers. Be sure not to pack those things now. Use dish towels, blankets and socks as a way to damage-proof fragile items. KEEP PACKING!

- **Record Serial Numbers of Valuables**

You may never need this information, but if any of these are lost in transit you'll be happy you had taken the time to record this information.

- **Notify Your Utility Companies**

Set up disconnect/reconnect dates with your phone, water, cable, internet gas and electricity providers. Pay any deposits for new services in advance. **DO NOT DISCONNECT ANY UTILITIES- This must be coordinated with the buyer.**

- **Documents**

Shred or recycle papers you don't need. Make sure passports and birth certificates and all other legal documents are together in a safe place.

Moving Check List

5-1 Days Before Moving Day

Buyers expect a clean home. The home must be broom cleaned!

- **Pull out appliance manuals and leave for the new owners**
- **Exterior Property**
All items in the yard need to be removed. For example, planters, statues, fixtures, debris etc. Any items you have in your yard must be cleared.
- **Clean out the refrigerator and freezer**
Once the refrigerator is empty, let it defrost and wipe everything dry. Drain the washing machine and ice-maker.
- **Empty all appliances of hazardous chemicals**
Grills, lawn mowers, leaf blowers, heaters and snow blowers all need to be emptied of oil or gasoline.
- **Disassemble furniture**
Break down furniture that will be too large to fit through doorways or down staircases.
- **Check all nooks and crannies**
- **Attic, basements and overhead storage in garages**
These all need to be emptied. Garages should be swept and all debris removed.
- **Keep essentials handy and extra clothes for the move**
Pack a suitcase of personal items to be moved with you, as well as a few changes of clothing that is easily accessible.
- **Get cash**
Confirm all your plans, reservations and bookings for the big day. Get cash for tipping the movers. Have keys ready to hand off to the realtor

Day of the Move

- **Get up early enough to meet the movers**
- **Gather blankets to protect your hardwood floors and clean carpets**
- **Keep your essentials box in an accessible place**
- **If you are moving yourself, stay hydrated and lift with your legs**
- **Do a quick walk through of the home**
Be sure perishable foods are tossed and home is BROOM SWEPT.

Moving Check List

30 Days Before Moving Day Continued

- **Ask For Help**

If you've decided not to hire movers, be sure to ask your friends and family for help with plenty of notice.

- **Medical Documents**

Contact all your family health care providers and obtain medical records for all family members and pets. Start to find new doctors when moving to a new city. It's better to start searching now than starting the process when you move to a new home,

- **Schedule your address change**

Change your official mailing address with the USPS. Notify insurance companies, magazines, credit card companies etc.

- **Update cable and internet providers**

Check if your cable and internet providers in your new city are the same. If they are, let them know the moving date. If not, shop around and see your options.

- **Schedule your service installation**

You'll want to schedule this the first day or two of being in your new home.

- **Mail forwarding, subscriptions, service cancellations**

If moving to a new city, cancel any local memberships i.e. gym library etc. Update addresses for newspaper and magazine subscriptions and utilize mail forwarding with your post office.

10 Days Before Moving Day

- **Electronics**

Take pictures of how the wires are arranged on your electronic devices for ease of set up later. Back up your phone and computer

- **Dispose of any hazardous items stored in your garage or basement**

Discard corrosive, flammable and poisonous items including paint, batteries and other typical garage items.

- **Keep loose hardware together**

When disassembling furniture, make sure to bag the screws and other hardware and tape them to a larger item

- **Check on your auto and homeowners insurance**

Make sure your providers operate in your new location

- **Do a deep clean of your home**

Including windows, floorboards, bathrooms and kitchen. Consider hiring a cleaning crew for a quick cleaning as well.

Moving Check List

You are almost there!

Most of the negotiations and tensions are over.

To Recap:

1. **PLEASE DO NOT TURN OFF ANY UTILITIES PRIOR TO THE CLOSING DATE**
THIS should be coordinated with the buyer as to the exact day and time of transfer.
2. All floors should be vacuumed (carpet) or mopped (linoleum/tile)
3. Bathrooms to be cleaned
4. Kitchen to be cleaned, including all appliances
5. Cupboards shelves to be dusted and/or wiped off
6. All debris removed from inside and outside of the property
7. Landscaping to be maintained as it was when the contract was written
8. If applicable, garage should be free of debris and swept

Remember, the transaction is not over because the escrow closes. If the buyer is unhappy with the condition of the home, they may try to sue to compensate damages.

You will be expected to completely clean out the house (unless otherwise stated in the contract). Please DO NOT wait until the very last minute to start packing and cleaning. In spite of everyone's best intentions, sometimes escrow's do not close exactly as scheduled. Please try to be as flexible as possible should there be any delays. The sooner you start cleaning and packing, the easier and smoother the move will be!



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