



HS TECHNOLOGY GROUP

www.HST-GROUP.com

1215 Greenwood Road • Baltimore, Maryland 21208

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MD LIC#107-472 • DE AGENCY #93 • VA DCJS# 11-2377 • PA# 13308

HS Technology Moving Checklist

6-8 Weeks Before Moving Day

- Create a floor plan of your new home for furniture and appliance placement.
- Make an inventory of your household goods and begin to remove clutter (start with the basement, attic, garage, and other storage areas).
- Start a file for all your moving paperwork (estimates, receipts, etc.).
- Arrange to transfer school records.
- Choose a mover (or truck rental company). Contact them to confirm they are available on the day of your move.
- Get your new home ready - Contact painters, carpenters, plumbers, roofers etc., so your home is ready when you arrive. Remember to change the locks on all the doors in your new home.

4-6 Weeks Before Moving Day

- Notify the post office that you are moving. An online Change of Address form is available at www.usps.com
- Subscribe to the paper in your new hometown to learn more about your new community.
- Make arrangements for storage if necessary.
- Ask your doctor or health provider for referrals, and obtain all medical records.
- Have antiques, pieces of art, and other valuables appraised.
- Clean all closets and drawers.
- Start using food and cleaning supplies that cannot be moved.
- Prepare a list of friends, relatives, business firms and others who should be notified of your move.
- Have a "garage sale", use an online auction service to dispose of unwanted items or donate to charitable organizations (Obtain receipts showing the items approximate value for possible tax deductions).

Places to Notify: The following checklist will be helpful but is not all inclusive:

<u>Utilities</u>	<u>Personal Accounts</u>	<u>Professional Services</u>	<u>Publications</u>	<u>Government Offices</u>
<input type="checkbox"/> HST	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Doctor	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Dept. of Motor Vehicles
<input type="checkbox"/> Electric	<input type="checkbox"/> Dry Cleaner	<input type="checkbox"/> Dentist	<input type="checkbox"/> Magazines	<input type="checkbox"/> Social Security Admin.
<input type="checkbox"/> Gas	<input type="checkbox"/> Lawn Service	<input type="checkbox"/> Accountant	<input type="checkbox"/> Newsletters	<input type="checkbox"/> IRS (tax bureaus)
<input type="checkbox"/> Water	<input type="checkbox"/> Bank/Finance Co.	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Professional Journals	<input type="checkbox"/> City/County Taxes
<input type="checkbox"/> Telephone	<input type="checkbox"/> Credit Card Co.	<input type="checkbox"/> Broker	<input type="checkbox"/>	<input type="checkbox"/> Veterans Admin.
<input type="checkbox"/> Sewer District	<input type="checkbox"/> Auto Finance Co.	<input type="checkbox"/> Insurance Agent	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cable/Satellite	<input type="checkbox"/> Health Club	<input type="checkbox"/> Vet	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2-4 Weeks Before Moving Day

- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the telephone company, request your refund.
- If you are moving yourself, reserve a rental truck.
- If you are packing yourself, obtain packing materials and start packing items you won't need until after you arrive at your new house.
- Check with your insurance company to see how your possessions are covered during transit.
- Make any travel plans necessary for your move.
- Collect important records – gather personal family records, including medical and dental, veterinary and school records; legal and financial documents; birth certificates, passports and insurance documents.
- Properly dispose of items that cannot be moved, such as flammable liquids.
- Prepare auto registration for transfer (if moving to another state).
- If you are moving in or out of an apartment, arrange for use of the elevator, if one is available.



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1-2 Weeks Before Moving Day

- Arrange for disposal of anything not sold at your moving “garage” sale.
- Service your car in preparation for the move. If you’re moving from a warm climate to a cold one, check your antifreeze.
- Return any borrowed items (including library books) and retrieve any loaned items.
- Cancel newspaper delivery
- Notify any creditors of your move.
- Transfer prescriptions and be sure you have an adequate supply of medications on hand.
- Assemble a file folder of information to leave for the new homeowner of your home.
- Change your address – One week before you move, send the change of address cards to everyone who will need to contact you.
- Be sure to collect any belongings you may have stored anywhere locally (example: Locker at your fitness center).

Day Before Moving Day

- Transfer you bank accounts.
- Take animals to vet for immunization, if necessary.
- Close and empty your safe deposit box.
- Settle any bills with local businesses.
- Drain power equipment of oil and gas. Drain water hoses.
- Drain your waterbed.
- Defrost refrigerator and freezer, propping doors open.
- Let movers pack your belongings, unless doing it yourself.
- Disconnect and prepare major appliances for the move.
- Set aside anything that will travel in your car so it will not be loaded on the truck.
- Confirm arrival time of your moving van/truck.
- If moving yourself, dismantle beds and other large furniture.
- Check closets, cabinets, and storage for any articles overlooked.

Moving Day

- If using a mover, be sure someone is at the old house to answer questions.
- Note all utility meter readings.
- Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.
- Be sure to give the movers your cell phone number to contact you throughout the move, if need be.
- Make sure water is shut off.
- Make sure furnace and air conditioner are shut off.
- Make sure windows are shut and locked.

1 Week After Move

- Check with your new post office for any mail being held and ask for delivery to start.
- Check state (and local) requirements for auto registration and a driver’s license.