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MOVING CHECKLIST

Morgan Smith Realty is providing this checklist for anyone embarking on the daunting task of moving their residence. Whether you are moving across town or across the world, we hope that this list will make the move a little easier.

One of the most important items for a successful move is the MOVING FOLDER to keep up with all of the tasks, receipts, communications and documents you will need as you move from point A to point B.

Remember to keep all receipts associated with the move for your tax advisor.

1.	NOTIFY YOUR PROFESSIONAL SERVICE PROVIDERS OF THE MOVE & SETUP TRANSFERS
	Start compiling medical, dental, shot and prescription records.
	Ask doctors for referrals in your new city.
	Arrange to have school, vaccination, dental, and medical records transferred.
	Gather copies of legal and financial records. (Notify Lawyer & Account)
	Call your insurance agent to see what changes you need to make to your Insurance policies.
	Contact your Veterinarian: Add copies of pet medical & immunization records to file.
	Contact health clubs, organizations, and groups to cancel or transfer memberships.
	Plan how you will move valuables and difficult to replace items (certified mail, or carry them with you).
2.	BEGIN THE PURGE & PACK
	Start using items that can't be moved such as Frozen & Refrigerated Foods
	STOP buying in bulk & use up any items that are easier to buy after the move then they are to move
	Order boxes and moving supplies
	Begin sorting your belongings. Separate items into those you will keep, donate or discard.
	Begin packing items you don't use often.
	Clearly label each box with its contents and the room it is destined for.
	Plan a garage sale and deliver donated items to charities (GET A RECEIPT for Tax Purposes)

3. AFTER THE MOVE DATE AND NEW ADDRESS ARE SET

\boxtimes	File a change of address with the Postal Service & ask them to hold your mail at the post office of your new home.									
\boxtimes	Plan your travel itinerary.									
	Make travel arrangements for your pets.									
	Plan how to transport your plants or give them away.									
	Notify your employer, friends and family of your new address.									
	Notifythese utility services of your move (both at your OLD & NEW locations):									
		Current		New		Current		New		
		Address	Service	Address		Address	Service	Address		
			Electric				Telephone			
			Gas				Cellphone			
			Water				Internet			
			Sewer				Cable/Satellite			
			Trash Collection				Security System			
Notify these service providers of your move (both at your old and new locations):										
		Current				Current				
		Address Service Auto Finance Company Bank/Credit Union/Finance			Address	Service				
						Magazines/Newsletters				
						Monthly memberships (I	Netflix etc)			
		Credit Cards				Newspaper				
	Exterminator					Pharmacy				

Notifythese Government Agencies of your new address

Dry Cleaners

Health Club Landscaper

Current		Current	
Address	Agency	Address	Agency
	City/County Tax Assessor		State/Fed Tax Bureau (IRS)
	State Vehicle Registration		VeteransAdministration
	Social Security Admin.		

Home Owners Association

	Confirm parking for your moving trailer or moving container. Obtain permits if needed					
	Cash for groceries and emergencies.					
	Fill any prescriptions you will need during the move.					
	Drain gas and oil from lawn equipment, gas grills, heaters, etc					
	Drain water hoses					
	Empty and defrost refrigerator at least 24 hours before the move.					
	Disassemble any furniture that will not fit through the doors when the movers arrive.					
	The day before the move, empty and defrost the refrigerator (even if you are not moving the refrigerator to prevent mold)					
	Organize your boxes, ensuring that the first items that you will need off of the trucks when you arrive at your new home are the LAST items loaded on the truck					
	Check your attic and storage area for any forgotten items that need to be moved or disposed					
	Set up to have items being left at the curb to be hauled off.					
5.	THE DAY OF THE MOVE					
	Place protectors on carpet and doorways to protect during moving.					
	Move the items and boxes you want loaded last to a designated area.					
	Place protectors on carpet and doorways to protect during moving.					
	Personally supervise hired labor personally supervise hired labor					
	Check every cabinet, closet, deck, patio (Under the deck) to be sure nothing is left behind.					
	When everything is checked and loaded, have the last-load items loaded.					
	Turn off water at the base of each cabinet, toilet. etc.					
	Check all the windows and doors are locked & turn on security system if you are leaving it on					
	Verify the start up of the utilities at your new home & receipt of the keys when you arrive					
	Notify your trash company of your last pick up items & date.					
	Say goodbye to your neighbors and leave your new address with those you trust so any stray mail or items can be forwarded to you.					
6.	MOVING IN					
	Pick up your mail at the post office & have mail delivery started to your new address					
	Startup newspaper					
	Get new driver's license and automobile tags					
	Register to vote					
	Register in schools					
	Verify prescriptions have transferred to new pharmacy					
	Startup security system & if applicable turn off old security					

4. THE WEEK BEFORE THE MOVE