

BLAKEFORD

AT GREEN HILLS



1. CHANGE OF ADDRESS NOTIFICATIONS

- Post Office – File your change of address at least 30 days prior to the date of move.
- Accountant/CPA; Attorney
- Banks (auto loans, checking accounts, credit cards, home equity, IRA's, mortgage, safe deposit box, savings account, retirement plans, Broker)
- Cell phone provider; Internet provider; Newspaper; magazines
- Doctors
- Civic organizations; charities; professional organizations; church
- Department of Motor Vehicles; Internal Revenue Service; Social Security Office; Passport
- Health Clubs; House Cleaning service
- Insurance providers (auto, health, life, vehicles)
- Pharmacy
- Family members and friends

2. ONE MONTH BEFORE YOUR MOVE

- Select a moving company. Confirm the date, the price and other moving details. Be sure to get all moving costs in writing.
- Arrange hotel accommodations, car rental, airline reservations or temporary housing, if necessary.
- Make a list of relatives, friends, and other people who need to know about your move.
- Contact your bank to order new checks with your new address.
- Call your utility service companies for your cable, gas, electric, water, and internet, to schedule a disconnection date for your old house and transfer to new address, if necessary.

3. TWO WEEKS BEFORE YOUR MOVE

- Contact the moving company and reconfirm your dates.
- Continue packing. Make sure to label each box and keep an inventory.
- Make arrangements with a cleaning service to clean your old home, if necessary.

4. ONE WEEK BEFORE YOUR MOVE

- Try to finish packing.
- Fill any prescriptions or medications, if necessary.
- Plan meals for the whole week so you can start emptying your refrigerator.

5. THE DAY BEFORE YOUR MOVE

- Pack your overnight case.
- Check all cabinets, drawers, and closets to make sure you packed everything.
- Set aside boxes, tape, scissors, markers, etc. for last minute packing.
- Empty, clean, and defrost your refrigerator and freezer.

6. MOVING DAY

- Do not make any plans for the day other than your move.
- Verify the delivery address and directions are correct with your moving company.
- Carry all valuable items yourself such as important documents, jewelry, etc.
- Before leaving the house, make sure to check the entire house to be certain you don't forget anything.
- If the house will be vacant, contact your insurance agent and the police department so they know the house will be empty.