



SANCHEZ
BROKERAGE LLC

Moving Checklist

BEFORE YOU MOVE

- | | |
|---|---|
| <input type="checkbox"/> Review your Lease | <input type="checkbox"/> Update your Contacts |
| <input type="radio"/> Lease Date | <input type="radio"/> ID |
| <input type="radio"/> Rent Amount | <input type="radio"/> Mailing Address |
| <input type="radio"/> Payment options | <input type="radio"/> Employer Info |
| <input type="checkbox"/> Plan Logistics | <input type="radio"/> Bank |
| <input type="radio"/> Moving Truck | |
| <input type="radio"/> Parking/Elevator Access | |

MOVING DAY

- Apartment Inspection
 - Check apartment for any maintenance issues
- Pick Up Keys
- Take Photos
- Get Relevant Contacts
 - Super, Manager, etc.

AFTER MOVING DAY

- Schedule Utilities
 - Internet and Light/Gas
- Settle In
 - Learn Trash System
- Organize Documents
 - Lease, Rent Receipts, Moving Day Photos
- Enjoy Your Space
 - Unpack and Decorate