

Homeowner Moving Checklist

Selling your current home and buying a new home in the same area

How to use this checklist: Work through each phase in order. Check off items as you complete them. Phases are color-coded: Selling (green), Buying (blue), Moving (Patriot Blue), Settling In (dark blue).

SELL Phase 1 — Preparation & Planning

2-3 months
before
listing

Research the market. Choose your agent. Get finances in order.

■ SELLING YOUR HOME

- ☐ Research local market conditions and recent comparable sales
- ☐ Interview at least 3 real estate agents and choose one
- ☐ Get a pre-listing home inspection to find issues early
- ☐ Calculate your home equity and estimated net proceeds
- ☐ Identify repairs that could hurt your sale price and address them
- ☐ Get quotes for any major repairs or updates (roof, HVAC, etc.)
- ☐ Research staging options — hire a stager or DIY
- ☐ Determine your listing price strategy with your agent

■ BUYING YOUR NEXT HOME

- ☐ Get pre-approved for a mortgage (even if using equity)
- ☐ Define your must-haves vs. nice-to-haves for the new home
- ☐ Research target neighborhoods in your area
- ☐ Discuss bridge loan or contingency options with your lender
- ☐ Understand the tax implications of selling (capital gains exclusion, etc.)

SELL Phase 2 — Prep the Home for Market

4-6 weeks
before
listing

Declutter, deep clean, stage, and boost curb appeal.

■ DECLUTTER & DEEP CLEAN

- ☐ Sort all belongings: keep, donate, sell, or discard
- ☐ List sellable items on Facebook Marketplace, eBay, or Craigslist
- ☐ Schedule donation pickup — save receipts
- ☐ Deep clean the entire home: kitchen, bathrooms, carpets, windows
- ☐ Patch nail holes and touch up paint throughout
- ☐ Clean out garage, attic, and basement — buyers will look

■ CURB APPEAL & STAGING

- ☐ Mow lawn, trim shrubs, add fresh mulch, plant seasonal flowers
- ☐ Power wash driveway, walkways, and exterior siding
- ☐ Paint or refresh the front door
- ☐ Stage interior rooms for photos and showings
- ☐ Remove personal photos and overly personalized decor
- ☐ Fix any obvious cosmetic issues (broken fixtures, leaky faucets, etc.)

■ MOVING PREP

- ☐ Start collecting free boxes (liquor stores, grocery stores, Buy Nothing groups)
- ☐ Order packing supplies: tape, bubble wrap, packing paper, markers
- ☐ Create a moving binder or folder for estimates, receipts, inventory

SELL	Phase 3 — Active Listing Period	While on market
<i>Keep the home show-ready. Research movers. House hunt in earnest.</i>		

■ WHILE LISTED

- ☐ Keep home show-ready at all times (dishes put away, beds made)
- ☐ Make arrangements for pets and children during showings
- ☐ Continue packing non-essential items to storage or boxes
- ☐ Research and get 3+ quotes from professional moving companies
- ☐ Request written estimates from movers (binding quotes if possible)
- ☐ Check mover reviews and verify licenses (FMCSA for interstate moves)
- ☐ Begin house-hunting in earnest for your next home

■ ACCEPTING AN OFFER

- ☐ Review all offers carefully with your agent
- ☐ Negotiate contingencies — inspection, financing, appraisal
- ☐ Request a closing date that aligns with your new home purchase timeline
- ☐ Sign the purchase agreement and open escrow
- ☐ Alert your lender and real estate attorney (if applicable)

BUY	Phase 4 — Under Contract on Both Homes	During contract period
<i>Coordinate inspections, financing, insurance, and closing timelines.</i>		

■ NEW HOME PURCHASE

- ☐ Schedule home inspection on new home within the contingency window
- ☐ Review inspection report and negotiate repairs or credits
- ☐ Lock in your mortgage interest rate
- ☐ Order appraisal (your lender will coordinate this)
- ☐ Review title commitment and purchase disclosures
- ☐ Arrange homeowners insurance for new home — required before closing
- ☐ Do a final walkthrough of the new home 24-48 hours before closing

■ COORDINATING TIMELINES

- ☐ Confirm both closing dates align — or plan for temporary housing/storage
- ☐ Discuss a same-day or back-to-back closing with your agent and title company
- ☐ If there is a gap, arrange short-term storage (PODS, storage unit) or extended hotel

MOVE	Phase 5 — Logistics & Notifications	4 weeks before move day
<i>Book movers, notify key parties, transfer utilities.</i>		

■ HIRE & CONFIRM MOVERS

- ☐ Book your moving company and confirm the date in writing
- ☐ Confirm what movers will and won't transport (propane, plants, etc.)
- ☐ Purchase additional moving insurance for high-value items if needed
- ☐ Reserve elevator or loading dock at new home if needed

■ NOTIFY KEY PARTIES

- ☐ Submit a change of address with USPS (usps.com/move) — do at least 2 weeks out
- ☐ Notify employer HR for payroll and tax records
- ☐ Update banks, credit unions, and credit card companies
- ☐ Update brokerage and investment accounts
- ☐ Update insurance providers (health, auto, life)

- ☐ Notify subscription services (Amazon, magazines, meal kits, etc.)
- ☐ Update your doctor, dentist, and other healthcare providers
- ☐ Notify your children's school and request records transfer
- ☐ Update friends and family with new address

■ UTILITIES

- ☐ Schedule disconnect of utilities at old home (electric, gas, water, internet, cable, security)
- ☐ Schedule connect of utilities at new home — try to overlap by a day
- ☐ Transfer or set up new accounts with water, trash, and sewer at new address

MOVE	Phase 6 — Packing & Final Prep	1-2 weeks before
<i>Pack room by room. Finalize move-out clean. Handle final tasks.</i>		

■ PACKING

- ☐ Pack room by room — label every box with contents and destination room
- ☐ Use color-coded tape or stickers per room for movers
- ☐ Pack a first night bag: toiletries, clothes, phone chargers, medications, snacks
- ☐ Pack an essentials box: toilet paper, paper towels, trash bags, basic tools, cleaning supplies
- ☐ Disassemble large furniture items and keep hardware in labeled bags
- ☐ Photograph TV, AV, and computer cable setups before unplugging
- ☐ Safely pack valuables (jewelry, documents) to transport personally
- ☐ Defrost freezer 24 hours before move

■ FINAL TASKS AT OLD HOME

- ☐ Return library books, borrowed items, and rental equipment
- ☐ Collect items from dry cleaner, storage units, or repair shops
- ☐ Cancel or transfer local memberships (gym, clubs, rec center)
- ☐ Fill any prescriptions you'll need immediately after the move
- ☐ Confirm childcare or pet care plan for moving day
- ☐ Schedule your move-out professional cleaning — book HCCA in advance, move season fills fast

HCCA Fort Worth — OMG, I'M MOVING! Move-Out Cleaning Service

When buyers do their final walkthrough 24-48 hours before closing, they are comparing what they see against what they agreed to. A spotless home tells them they made the right choice. Our team hand-washes every surface, cleans every cabinet interior, and scrubs every bathroom to the grout so you close with confidence. **Call (817) 395-1050 or visit hccafortworth.com/move-in-move-out-house-cleaning**

MOVE	Phase 7 — Moving Day	Move day
<i>Old home out. New home in. Leave the right way. Start the right way.</i>		

■ AT THE OLD HOME

- ☐ Do a room-by-room walkthrough before movers arrive
- ☐ Confirm inventory list with movers and note condition of items
- ☐ Take photos of any pre-existing damage before movers leave
- ☐ Final walkthrough after everything is out: check all closets, cabinets, attic, garage
- ☐ Leave keys, garage door openers, HOA fobs, mailbox keys, appliance manuals for buyers
- ☐ Turn off all lights, fans, and thermostat
- ☐ Verify all windows and doors are locked
- ☐ Leave seller-provided items per contract (refrigerator, washer/dryer, etc.)

■ AT THE NEW HOME

- ☐ Do a walkthrough before movers unload to verify condition matches final walkthrough
- ☐ Direct movers to place boxes in correct rooms using your labels
- ☐ Set up beds and bathrooms first — you will need them at the end of the day
- ☐ Locate main water shutoff, electrical panel, and gas shutoff
- ☐ Test smoke detectors and carbon monoxide alarms

- ☐ Check that all appliances and included items are present and working
- ☐ Tip your movers if they did a good job (15-20% is standard)

SETTLE	Phase 8 — First Week in New Home	First week
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Secure your new home. Handle admin. File Texas-specific paperwork.

■ SAFETY & SECURITY

- ☐ Change all locks and exterior door codes immediately
- ☐ Re-key or replace garage door codes
- ☐ Check and replace smoke detector and CO alarm batteries
- ☐ Locate and label all utility shutoffs for emergencies
- ☐ Walk the perimeter — check fence gates, outdoor lighting, hose bibs

■ ADMIN & RECORDS

- ☐ Confirm your address change is processing with USPS
- ☐ Update your driver's license and vehicle registration (Texas: 90 days if staying in-state)
- ☐ Update voter registration
- ☐ Record your new home's deed and confirm title insurance is in place
- ☐ File for homestead exemption with your county (Texas: file by April 30 of next tax year)
- ☐ Update your will, trusts, and estate documents if the property address is referenced

■ HOME SETUP

- ☐ Test all outlets, light switches, and ceiling fans
- ☐ Deep clean new home before fully unpacking — or let HCCA handle it
- ☐ Replace HVAC air filters
- ☐ Check for any pests or signs of moisture issues
- ☐ Learn your new trash, recycling, and bulk pickup schedule
- ☐ Meet your neighbors!
- ☐ Confirm new home warranty or HOA documentation is filed away

Texas-specific note: File for your homestead exemption with your county appraisal district by April 30 of the year following your purchase to reduce property taxes. Update your TX driver's license and vehicle registration within 90 days of your address change (TxDMV.gov).

"Less Cleaning. More Living. That's the HCCA Promise."

Home Cleaning Centers of America — Keeping America Beautiful . . . One House at a Time