

TYPES OF LOANS

Loans can have a fixed interest rate or a variable interest rate. Fixed rate loans have the same principal and interest payments during the loan term. Variable rate loans can have any one of a number of “indexes” and “margins” which determine how and when the rate and payment amount change.

HOW TO FIGURE YOUR CARRYING COSTS

For each house you are interested in your lender can help you determine your basic monthly payment. This is known as the PITI-principle, interest, real estate taxes and hazard or homeowner’s insurance. Then you can see if the amount matches the monthly carrying cost you are pre-qualified for. Note that real estate taxes and homeowner’s insurance will change from year to year, even if you have a fixed rate loan. You will have to add to the PITI the cost of utilities, routine maintenance and special district taxes for school, water, sewer and so on.

GOOD FAITH ESTIMATES

RESPA requires that, when you apply for a loan, the lender or mortgage broker give you a Good Faith Estimate of settlement service charges you will likely have to pay. If you do not get this Good Faith Estimate when you apply, the lender or mortgage broker must deliver it to you within the next three business days. Be aware that the amounts listed on the Good Faith Estimate are only estimates. Actual costs may vary. Changing market conditions can effect prices. Remember that the lender’s estimate is not a guarantee. On the following page we have example of the different types of Good Faith Estimates used in a loan transaction.

WORKING WITH A REAL ESTATE PROFESSIONAL

A Realtor Can Save You Time and Assist You In House Hunting By:

Pre-selecting homes that are within your price range and meet your requirements for size, location, etc.

Scheduling appointments for you to see homes, even when the owners are not there.

Giving you current selling prices for houses similar to the ones you are considering.

Getting up to date information about taxes, school districts and conditions in the areas that interest you.

Handling negotiations over the price and terms of our offer.

Arranging for home inspections, a necessary step in buying a home.

Checklist: What to look for in a Realtor

- Knowledge about the community you want to live in
- Experience
- Patience
- Full access to the area's multiple listing service (MLS). The MLS gives you the listings of all sellers, not just those represented by your Realtor's company
- Ability to understand your wants, needs and personal tastes
- Honesty and trustworthiness

Willingness to keep you informed of changes in the market without trying to push you into buying before you are ready.

MAKING AN OFFER

Once you decide on a house you want your next step is to negotiate about what to include in the offer or purchase commitment. You may need a lawyer for this step. In some states your Realtor will help you determine what to say or even say it for you.

If possible ask your Realtor to let you see a blank copy of a purchase agreement when you first begin looking at homes. That way you will have time to think about what you want your agreement to cover.

Before Making an Offer:

- ❑ Get recent selling prices of similar homes in the area to justify your offer price
- ❑ Be careful not to let your feelings rule. Remember, if the offer is turned down, there are other homes
- ❑ Do a background check on the property. How long has it been on the market? Why is it being sold? What are its good and bad points? Doing your homework will help you make an offer that meets the needs of both buyer and seller
- ❑ Check out the neighborhood and speak to neighbors
- ❑ Consider the home's resale value
- ❑ Negotiate about the offer price and other items to be covered in the offer before you sign any formal papers

When your offer is formally accepted, you sign a purchase agreement which is a legal contract. It covers many items, such as the purchase price, total down payment and closing date. (The closing date is when you sign the closing or settlement agreement that officially makes the home yours. This date may change if all the necessary paperwork is not finished). The offer also states which party (buyer or seller) will pay for which settlement costs, the type of loan you are applying for and the interest rate.

Here are some things that are usually part of an offer:

- ❑ Offering price \$ _____
- ❑ Earnest money (This is the part of your down payment that you provide up front to secure an initial agreement with t
- ❑ The seller. It shows the seller that you are “in earnest” (serious) about buying. In your benefit, it protects your offer for a certain period of time while you secure financing.) \$ _____
- ❑ Contingencies (These are any special circumstances, such as a date by which the sale must be completed or repairs that the seller must make). _____

- Items included in sale (i.e. appliances, window treatments, rugs, furnishings)_____
-

To protect yourself, be sure that the purchase agreement is conditional. This means you can cancel it if you do not secure a loan or if the house has major problems that can not be corrected before the closing. (Problems could be found during the upcoming inspection).

WHAT IS ESCROW AND WHAT IS ITS ROLE?

I. Opening of escrow

- A.) Deposit check placed in trust account.
- B.) Escrow instructions prepared.
 - 1.) Re-verification of terms and agreements on the deposit receipt.
 - 2.) Addendums – changes or modifications of terms during escrow.
- C.) Escrow instructions signed.

II. What Does The Escrow Company Do?

- A.) Prepare escrow instructions
- B.) Order Title Search.
- C.) Request demands and/or beneficiary statements.
- D.) Accepts pest control and other reports.
- E.) Accepts buyers loan documents and has buyers sign them.

III. Closing Week of Escrow Period

- A.) Escrow confirms all terms and conditions have been satisfied.
- B.) Loan documents signed by buyers in escrow.
- C.) Balance of down payment and closing costs are brought to escrow.
- D.) Loan is funded by lender and the Grant Deed is Recorded.
- E.) Possession of Property is granted.

APPRAISAL AND INSPECTION TIME!

After the offer is accepted, your loan application will be reviewed at the same time, these steps must be taken:

- ❑ The appraisal: an evaluation of the property's value. The appraiser visits the house and reviews recent selling prices of similar homes in the area. You may be required to pay the appraisal fee at the beginning of the transaction.
- ❑ The inspection: an evaluation of the property to find out if there are any problems that could change the property's value. The inspection also helps you decide if there are any items that you want the seller to repair before the final contract is signed. The inspector is expected to carefully examine the entire house, inside and out. Then he or she writes up a detailed report indicating his/her findings.

The buyer generally hires the inspector. Because the inspector is an important member of your home buying team, you want someone who is trustworthy and experienced. Referrals may come from recent homebuyers, your realtor and/or your lender. Be sure that the inspector you choose lets you go to the inspection. Walking through the house together will give you a hands-on feel for what is right and wrong. A good inspector will check the entire house from top to bottom.

THE INSPECTION PROCESS

When you make an offer on a home, your Purchase Contract will likely contain provisions allowing you various inspections of the property. The purpose of these inspections is to educate you as to the physical condition of the property you are purchasing. While these inspections do not provide guarantees of the condition of the property, they do provide valuable information to you as a Buyer. It is important to remember that your Purchase Contract may provide for withdrawal from the contract if these reports are unsatisfactory to you, but inspections should not be considered an open door to renegotiate the purchase price.

STRUCTURAL PEST CONTROL INSPECTION

Often referred to as a "Termite Report," the Structural Pest Control Inspection is conducted by a licensed inspector. In addition to actual termite damage, the Pest Report will indicate any type of wood destroying organisms that may be present, including Fungi (sometimes called "dry rot"), which generally results from excessive moisture.

Section I Conditions

Most Pest Reports classify conditions as Section 1 or Section 2 items. Section 1 conditions are those which are "active," or currently causing damage to the property. Generally, Section 1 items need to be corrected before a lender will make a loan on a home.

Section II Conditions

Those which are not currently causing damage, but are likely to, if left unattended. A typical Section 2 item is a plumbing leak where the moisture has not yet caused fungus decay.

Who Pays?

In most cases, all pest control costs and repairs are paid by the seller. (Not in all cases)

PHYSICAL INSPECTION

The physical Inspection clause in your Purchase contract, when initialed by both parties, allows you the right to have the property thoroughly inspected. This is usually done through a General Home Inspection. While Home Inspectors are not currently required to have a license, most are, or have been, General Contractors. The inspection and the resulting report provides an overall assessment of the present conditions of the property.

What is Inspected

The home inspection covers items such as exterior siding, paint, flooring, appliances, water heater, furnace, electrical service, plumbing, and other visible features of the property. This is a general inspection and will often call for additional inspections by specific trades, such as roof and furnace inspectors.

Further Inspections

If conditions warrant, the Home Inspector may recommend a Structural engineer's Report. Such a report would identify structural failures and detail recommended corrections.

Who Pays?

Typically, this inspection is paid for by the Buyer.

GEOLOGICAL INSPECTION

You may also elect to have a Geological Inspection to educate yourselves as to the soil conditions at the home you are purchasing. This inspection is performed by a Geotechnical Engineer and involves not only physically inspecting the property, but also researching past geological activity in the area. The primary purpose of a Geological Inspection is to determine the stability of the ground under and around the home.

Who Pays?

Typically the Buyer pays, but as with other inspections, this is negotiable according to the contract.

HOME WARRANTY

Home protection Plans are available for purchase by a Buyer or Seller. Such plans may provide additional protection of certain systems and appliances in your new home. I will provide you with brochures detailing different companies and options.

FULL DISCLOSURE

Recent legal decisions and new legislation provide that the seller has a responsibility for revealing to you the true condition of the property. The concept of selling a property “as is”, with the buyer assuming all responsibility for determining the property condition, is not acceptable in the present marketplace. The sellers must disclose the known conditions of the property to the buyer. This information should be made available to the buyer as soon as possible.

CHARM OR IRRITANT?

Having lived in this property, the seller has become accustomed to the peculiar conditions that may have developed. But for the buyer, that peculiarity may be more than a mere inconvenience. It may be an irritant which the buyer cannot tolerate. It is important for the seller to review the conditions of the property with the real estate agent and take special note of any problems on the Disclosure Statement. Civil Code Section 1102 requires that the seller provide the buyer with a completed “Real Estate Transfer Disclosure Statement.”

ALL SYSTEMS GO

A basic assumption in every sale is that the house and systems in the house are functional. For example, the roof will hold out the rain and sun, the hot water heater will provide hot water, and the heater will provide heat. If it is known that any of the systems do not function properly, such facts should be included in the purchase agreement and acknowledged by the buyer.

“AS IS”

An “as is” purchase is perfectly acceptable, as long as the buyer understands exactly what the “as is” condition entails. Thus, it can be said in the purchase agreement that the buyer accepts the roof and the plumbing and the electrical system in their present condition and acknowledges that they have defects. This acknowledgement provides a defense for the seller if it is later claimed he did not disclose the problems.

ENVIRONMENTAL HAZARDS

It is required that the seller discloses any knowledge of environmental hazards in the home or area such as asbestos or pollutants. You will be provided with a Real Estate Transfer Disclosure Statement filled out by the seller as to his awareness or knowledge on this subject.

TYPES OF TITLE INSURANCE

1. CLTA STANDARD COVERAGE POLICY (CALIFORNIA LAND TITLE ASSOCIATION)

The CLTA Standard Coverage Policy is designed to insure the owner of real property and/or the lender under a deed of trust against loss by reason of those matters covered under the policy of insurance.

WHAT IS COVERED:

Some of the coverages provided under the CLTA Standard Coverage Policy are:

- A. Title to the real property owned by a person other than the insured.
- B. Defects, liens and encumbrances upon title which are recorded.
- C. Lack of a right to access to and from the real property.
- D. The insured has a marketable interest in the real property.
- E. There are no forgeries or failed conveyances in the chain of title.

WHAT IS NOT COVERED:

- A. Matters which a correct survey would show.
- B. Unrecorded matters.
- C. Matters which a physical inspection of the real property would disclose.
- D. Rights of parties in possession
- E. Unpatented water and mineral rights.
- F. Matters known, created or assumed by the insured.

OWNER'S INSURANCE:

The CLTA Standard coverage policy insures the owner of any type of real property (commercial, industrial, vacant land, residential) against those matters covered under the policy of insurance.

LENDER'S INSURANCE:

The CLTA Standard Coverage Policy insures the lender under a deed of trust upon any type of real property (commercial, industrial, vacant land, residential) against those matters covered under the policy of insurance including both the validity and priority of the lender's deed of trust upon the real property.

2. ALTA RESIDENTIAL TITLE INSURANCE POLICY (AMERICAN LAND TITLE ASSOCIATION)

The ALTA Residential Title Insurance Policy is designed to insure the owner of residential property including condominiums (one-to-four family residences) against loss by reason of those matters covered under the policy of insurance.

WHAT IS COVERED:

The ALTA Residential Title Insurance Policy provide all the coverages afforded under the CLTA Standard Coverage Policy plus:

- A. Mechanic's lien protection arising out of work done on the real property to which the insured did not agree to pay for.
- B. Rights under unrecorded leases.
- C. Unrecorded easements.
- D. The encroachment of insured's improvements upon adjoining real property.

LENDER'S INSURANCE:

The ALTA Residential Title Insurance Policy does not provide coverage to a lender. However, a lender under a seller-carry-back deed of trust may obtain coverage by means of an endorsement to the policy.

3. ALTA LOAN POLICY (AMERICAN LAND TITLE ASSOCIATION)

The ALTA Loan Policy is designed to primarily insure an institutional lender under a deed of trust upon any type of real property (commercial, industrial, vacant land, residential) against those matters covered under the policy of insurance including both the validity and priority of the lender's deed of trust upon the real property.

WHAT IS COVERED:

The ALTA Loan Policy provides all of the coverages afforded under the CLTA Standard Coverage policy plus:

- A. Matters which a physical inspection of the real property would disclose.
- B. Easements not disclosed by the public records.
- C. Encroachments, discrepancies or conflicts in boundary lines not shown by the public records.
- D. Rights of parties in possession.
- E. Mechanic's liens.

4. ALTA OWNER'S POLICY (AMERICAN LAND TITLE ASSOCIATION)

The ALTA Owner's Policy is designed to insure the owner of real property against loss by reason of those matters covered under the policy of insurance. Do not confuse this policy with the ALTA Residential title Insurance Policy. The ALTA Owner's Policy is the broadest form of insurance provided an owner of any type of real property (commercial, industrial, vacant land, residential).

WHAT IS COVERED:

The ALTA Owner's Policy provides all of the coverages afforded under the CLTA Standard Coverage Policy plus:

- A. Matters which a survey would disclose.
- B. Easements not disclosed by the public records.
- C. Encroachments, discrepancies or conflicts in boundary lines not shown by the public records.
- D. Rights of parties in possession.

WHAT IS NOT COVERED:

Like all policies of title insurance, the ALTA Owner's Policy does not provide coverage against matters known, created or assumed by the insured.

ADDITIONAL REQUIREMENTS:

Since the ALTA Owner's Policy provides such broad coverage, additional requirements for the issuance of the policy may include:

- A. A correct Survey.
- B. A field inspection.
- C. A check with all utilities to make sure that they have no unrecorded easements.
- D. Copies of all leases and/or tenant lists.

Since these requirements take time to complete, plan accordingly. Furthermore, the policy may contain further exceptions. Therefore, do not necessarily expect a clean report.

EXPLANATION OF PRELIMINARY TTITE REPORT

- 1. Name of person or firm that requested the Preliminary Report.
- 2. The address of the subject property.
- 3. This number is Selected Title Company's file number.
- 4. This space is for the applicants' file number or reference name.
- 5. This paragraph states that no liability is ever intended under a Preliminary Report and tells what should be requested if the customer desires assumption of liability prior to policy issuance.
- 6. This date represents the most recent date and time that the public records have been researched. In other words, a lien or Deed of Trust recorded after this date would not be disclosed on the report.
- 7. The name of the title officer who produced the report and who may answer questions about the report. (Requests for information about the status of the escrow should be directed to the escrow officer.)
- 8. The office address and telephone number of the Selected Title Company.
- 9. This paragraph specifies the form of title insurance policy that the report was issued to facilitate. Some exceptions may be added or deleted on the basis of the type of coverage requested.
- 10. This paragraph describes the interest in the land which is covered by the report. For example: A fee. A condominium. A leasehold.
- 11. This paragraph shows the name of the owner of record of the estate covered by the report, as of the date of the report.
- 12. This paragraph tells you that in addition to the standard printed exceptions there will appear in the title policy the following exceptions which pertain specifically to the estate in question.

The exceptions to each parcel of land are different due to the unique nature of real property. Below is a discussion of some of the more common exceptions that you will see during your review of preliminary reports.

13. **PROPERTY TAXES.** Each year on March 1 the lien of the following year's taxes attaches to the land pursuant to California law. Property taxes are assessed on July 1 through June 30 fiscal year. The amounts are shown for proration purposes.
14. **PROPERTY TAXES.** Each of several types of transactions as specified by Chapter 3.5 of the R&T Code can trigger a reassessment which would result in a supplemental tax bill being issued.
15. **EASEMENTS.** Easements are a right to use the land of another for specific purposes. This easement was created by a dedication on a subdivision map.
16. **EASEMENT.** This easement was created by a Grant of Easement to an adjoining property owner. No other person has any rights to the easement area nor can Nancy Neighbor give her rights to a third party, except to the buyer of her property.
17. **CC&R's.** Covenants, Conditions and Restrictions are limitations on the uses that may be made of a parcel of land. An example is the common restrictions to residential use as a single family dwelling found in many CC&R's which allow neighbors to take action against persons running a hotel out of their suburban home. Some restrictions contain a reversionary clause which states the violation of the restriction will cause the title to the property to revert to the person imposing the restriction. Most contain a clause assuring a lender that a violation will not act to impair the lien of the lender.
18. **DEED OF TRUST.** The Deed of Trust is a security device for a lender. Under California law, the Deed of Trust allows a relatively quick and easy way for a lender to obtain real property with which to satisfy a delinquent loan. The report shows the recorded information about a Deed of Trust.
19. **DEED OF TRUST.** See above.
20. **MECHANICS LIEN.** Under California law, workmen who provide materials and/or labor to a property owner who is improving his property are entitled to use the real property to satisfy the debt. This type of lien also alerts the Selected Title Company to the possibility of on-going construction work which may affect the priority of a new Deed of Trust.
21. **ABSTRACT OF JUDGMENT.** This type of lien is issued to pursuant to a court order for the payment of a debt.
22. This description of the land should be used for preparing any document which will be recorded.
23. This note provides information regarding matters recorded within the last six months. Any deed or other instruments that transfer title would be reflected here.
24. Code for determining whether short-term rates for Title Insurance apply to this property.

THE MAJOR CONTINGENCY CLAUSES
IN A PURCHASE OFFER

- A) **Financing**
 - qualifying for the full amount of loan applying for
 - funding of the note

- B) **Approval of Physical Inspection of Property**

- C) **Appraisal**
 - making sure property appraises for at least the purchase price

- D) **Approval Zone Disclosure Reports**

- E) **Approval Preliminary Title Report**

- F) **Approval of Pest Control Report**

FINANCIAL TERMS YOU'LL NEED TO KNOW

Adjustable Rate Mortgage (ARM): A mortgage with an interest rate that changes over time in line with movement in the index. ARM's are also referred to as AML's (adjustable mortgage loans) or VRM's (variable rate mortgages).

Adjustment Period: The length of time between interest rate changes on an ARM. For example, a loan with an adjustment period of one year is called a one-year ARM, which means that the interest rate can change one a year.

Amortization: Repayment of a loan in equal installments of principal and interest, rather than interest-only payments.

Assumption of Mortgage: A buyer's agreement to assume the liability under an existing note that is secured by a mortgage or deed of trust. The lender must approve the buyer in order to release the original borrower (usually the seller) from liability.

Balloon Payment: A lump sum principal payment due at the end of some mortgages or other long-term loans.

Cap: The limit on how much an interest rate or monthly payment can change, either at each adjustment or over the life of the mortgage.

Conversion Clause: A provision in some ARM's enables you to change to a

fixed rate loan, usually after the first adjustment period. The new fixed rate is generally set at the prevailing interest rate for fixed rate mortgages. This conversion feature may cost extra.

Due-On-Sale Clause: An acceleration clause that requires full payment of a mortgage or deed of trust when the secured property changes ownership.

FHA Loan: A loan insured by the Insuring Office of the Department of Housing and Urban Development; the Federal Housing Administration.

Federal National Mortgage Association (FNMA): Popularly known as Fannie Mae. A privately owned corporation created by congress to support the secondary mortgage market. It purchases and sells residential mortgages insured by FHA or guaranteed by the VA, as well as conventional home mortgages.

Fee Simple: An estate in which the owner has unrestricted power to dispose of the property as he wishes, including leaving by will or inheritance. It is the greatest interest a person can have in real estate.

Finance Charge: The total cost a borrower must pay, directly or indirectly, to obtain credit according to Regulation 2.

Graduated Payment Mortgage: A residential mortgage with monthly payments that start at a low level and increase at a predetermined rate.

Index: A measure of interest rate changes used to determine changes in an ARM's interest rate over the term of the loan.

Loan Commitment: A written promise to make a loan for a specified amount on specific terms.

Loan-To-Value Ratio: The relationship between the amount of the mortgage and the appraised value of the property, expressed as a percentage of the appraised value.

Margin: The number of percentage points the lender adds to the index rate to calculate the ARM interest at each adjustment.

Mortgage Life Insurance: A type of term life insurance often bought by mortgagors. The coverage decreases as the mortgage balance declines. If the borrower dies while the policy is in force, the debt is automatically covered by the insurance proceeds.

Negative Amortization: Negative amortization occurs when monthly payments fail to cover the interest cost. The interest that isn't covered is added to the unpaid balance, which means that even after several payments you could owe more than you did at the beginning of the loan. Negative amortization can occur when an ARM has a payment cap that results in monthly payments that aren't high enough to cover the interest.

Origination Fee: A fee or charge for work involved in evaluating, preparing, and submitting a proposed mortgage loan. The fee is limited to 1 percent for FHA and VA loans.

PITI: Principal, Interest, Taxes, and Insurance.

Point: An amount equal to 1 percent of the principal amount of the investment or note. The lender assesses loan discount points at closing to increase the yield on the mortgage to a position competitive with other types of investments.

Prepayment Penalty: A fee charged to a mortgagor who pays a loan before it is due. Not allowed for FHA or VA loans.

Private Mortgage Insurance (PMI): Insurance written by a private company protecting the lender against loss if the borrower defaults on the mortgage.

Regulation Z: The set of rules governing consumer lending issued by the federal Reserve Board of Governors in accordance with the Consumer Protection Act.

VA Loan: A loan that is partially guaranteed by the Veterans Administration and made by a private lender.

REAL ESTATE TERMS YOU'LL NEED TO KNOW

Binder: Sometimes known as an offer to purchase or an earnest money request. A binder is the acknowledgment of a deposit along with a brief written agreement to enter into a contract for the sale of real estate.

CC&R's: Covenants, Conditions and Restrictions. A document that controls the use, requirements and restrictions of a property.

Certificate of Reasonable Value (CRV): A document that establishes the maximum value and loan amount for a VA guaranteed mortgage.

Closing Statement: The financial disclosure statement that accounts for all of the funds received and expected at the closing, including deposits for taxes, hazard insurance and mortgage insurance.

Condominium: A form of real estate ownership where the owner receives title to a particular unit and has a proportionate interest in certain common areas. The unit itself is generally a separately owned space whose interior surfaces (walls, floors and ceilings) serve as its boundaries.

Contingency: A condition that must be satisfied before a contract is binding. For instance, a sales agreement may be contingent upon the buyer obtaining financing.

Cooperative: A form of multiple ownership in which a corporation or

business trust entity holds title to a property and grants occupancy rights to share holders by means of proprietary leases or similar arrangements.

CRB: Certified Residential Broker. To be certified, a broker must be a member of the National Association of Realtors, have five years experience as a licensed broker and have five required Residential Division courses.

Earnest Money: The portion of the down payment delivered to the seller or escrow agent by the purchaser with a written offer as evidence of good faith.

Escrow: A procedure in which a third party acts as a stakeholder for both the buyer and the seller, carrying out both parties' instructions and assuming responsibility for handling all of the paperwork and distribution of funds.

GRI: Graduate, Realtors Institute. A professional designation granted to a member of the National Association of Realtors® who has successfully completed three courses covering Law, Finance, and Principals of Real Estate.

Home Inspection Report: A qualified inspector's report on a property's overall condition. The report usually includes an evaluation of both the structure and mechanical systems.

Home Warranty Plan: Protection against failure of mechanical systems within the property.

Joint Tenancy: An equal undivided ownership of property by two or more persons. Upon death of any owner, the survivors take the decedent's interest in the property.

Tenancy In Common: A type of joint ownership of property by two or more persons with no right of survivorship.

Planned Unit Development (PUD):

A zoning designation for property developed at the same or slightly greater overall density than conventional development, sometimes with improvements clustered between open common areas. Uses may be residential, commercial, or industrial.

Title Insurance Policy: A policy that protects the purchaser, mortgagee or other party against losses.

Purchase Agreement: A written document in which the purchaser agrees to buy certain real estate and the seller agrees to sell under stated terms and conditions. Also called a sales contract, earnest money contract, or agreement for sale.

Realtor®: A real estate broker or associate active in a local real estate board affiliated with the National Association of Realtors®.

CHECKLIST FOR MOVING

Before You Leave:

Address Change

- Post Office: Give forwarding address
- Charge Accounts, Credit Cards
- Subscriptions: Notice requires several weeks
- Friends and Relatives

Bank

- Transfer funds, arrange check cashing in new city
- Arrange credit references

Insurance

- Notify company of new location for coverage's: Life, Health, Fire & Auto

Utility Companies

- Gas, light, water, telephone, fuel, garbage
- Get refunds on any deposits made

Delivery Service

- Laundry, newspaper, changeover of services

Medical, Dental, Prescription Histories

- Ask Doctor and Dentist for referrals; transfer needed prescriptions, eyeglasses, X-rays. Obtain birth records, medical records, etc.

Pets

- Ask about regulations for licenses, vaccinations, tags, etc.

And Don't Forget to:

- Empty freezer; plan use of foods
- Defrost freezer and clean refrigerator. Place charcoal inside to dispel odors.
- Have appliances serviced for moving
- Remember arrangements for TV and antenna
- Clean rugs or clothing before moving
- Check with your Moving Counselor; insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment
- Plan for special care needs of infants or pets

And on Moving Day:

- Carry enough cash or travelers checks to cover cost of moving services and expenses until you make banking connections in your new city
- Carry jewelry and documents yourself, or use registered mail
- Plan for transporting pets; they are poor traveling companions if unhappy
- Carry travelers checks for quick, available funds
- Let a close friend or relative know route and schedule you will travel including overnight stops; use him or her as message headquarters
- Double check closets, drawers, shelves to be sure they are empty
- Leave all old keys needed by new tenant or owner with Realtor or neighbor

And at Your New Address:

- Obtain certified check or cashiers check necessary for closing Real Estate Transaction
- Check on service of telephone, gas, electricity, water and garbage
- Have appliances checked
- Ask Mail Carrier for mail he or she may be holding for your arrival
- Have new address recorded on driver's license
- Visit city offices and register for voting
- Register car within five days after arrival in state or a penalty may have to be paid when getting new license plates
- Obtain inspections sticker and transfer motor club membership
- Apply for state driver's license
- Register family in your new place of worship
- Register children in school
- Arrange for medical services: Doctor, Dentist, Veterinarian, etc.