



Office and Business Location Move Checklist

An Office and Business Location Move Checklist can help you stay organized and prevent you from forgetting crucial tasks.

- Write a list of reasons you need to relocate
- Evaluate your business's growth potential
- Create a budget and financial plan
- Look into securing financing or grants
- Consult with a lawyer to review the lease
- Inform your landlord of the move
- Communicate with your employees
- Hire a real estate agent
- View properties
- Choose a new location
- Check the required permits, licenses, and registrations
- Finalize the moving date
- Make a moving plan
- Create an emergency contingency plan
- Hire a contractor and/or interior designer
- Plan the new layout and design
- Determine what new furniture you need to buy
- Hire professional movers
- Notify your insurance providers
- Contact your utility companies
- Inform government agencies of your new address
- Change your business licenses
- Update your contact information
- Update customers and vendors
- Update marketing materials
- Sign up for mail forwarding
- Update your technology
- Label boxes and equipment
- Do a final walkthrough of the property
- Take time to celebrate!