



<https://www.mymilitaryrealestateagent.com>

# The Ultimate PCS Checklist

---

By Praxedes Cotrina

**Your Military Real Estate Professional**

📍 **Hampton Roads, VA** | 📞 **757-822-3609** | ✉️ **praxedes@broadlight.net**

**"You've served this country. I've walked that road — now I serve you in your search for home."**

## 60–90 Days Before PCS Orders

- ☐ Review PCS Orders (dates, location, and entitlements)
- ☐ Schedule meeting with Transportation Office (TMO/JPPSO)
- ☐ Research new duty station (base housing, schools, commute)
- ☐ Notify chain of command of planned leave or transition timeline
- ☐ Book appointments for EFMP, if applicable
- ☐ Start sorting: Keep / Donate / Trash / Storage
- ☐ Contact Praxedes Cotrina for PCS housing strategy (buy/sell/rent options)

## 45–60 Days Before Move

- ☐ Schedule pre-move walkthrough with housing office (if in base housing)
- ☐ Request quotes for DITY or PPM if not using military movers
- ☐ Begin house-hunting or listing your current property
- ☐ Lock in a trusted real estate agent near the new base (Hi 🙌)
- ☐ Gather important documents (orders, IDs, passports, shot records)
- ☐ Notify landlord if renting (check lease for penalties)
- ☐ Schedule medical and dental checkups
- ☐ Register for school transfers and request transcripts

## 30 Days Out

- ☐ Schedule HHG (household goods) pickup date
- ☐ Arrange temporary lodging (on/off base)
- ☐ Set up mail forwarding with USPS
- ☐ Notify utility companies of shut-off dates
- ☐ Refill prescriptions & transfer to new location
- ☐ Organize a "first 72 hours" box (clothes, bedding, chargers, documents)
- ☐ Prep pets: vet visit, vaccinations, travel crates



<https://www.mymilitaryrealestateagent.com>

### Move Week

- ☐ Supervise movers (take photos of valuable items)
- ☐ Keep orders and documents with you — not packed!
- ☐ Final walk-through of empty home with checklist
- ☐ Clean property to avoid cleaning fees (use base checklist if on-base)
- ☐ Turn in keys and get confirmation in writing

### Arrival at New Duty Station

- ☐ Check-in at new command/base within 24 hours
- ☐ Confirm delivery date for HHG or contact TMO if delayed
- ☐ Explore neighborhoods, verify commute, school zones
- ☐ Set up utilities, internet, trash, etc.
- ☐ Register kids in school (have those transcripts ready!)
- ☐ Schedule follow-up with your real estate agent

### Pro Tips from a 24-Year Navy Vet

- ☐ Make a PCS Binder: Include orders, passports, IDs, POA, pet records, etc.
- ☐ Color-code boxes by room — it makes unpacking faster.
- ☐ Avoid peak PCS dates if you can — June/July gets crazy.
- ☐ Keep receipts — some moving expenses may be reimbursable.
- ☐ Know your entitlements - reimbursable
- ☐ Let your real estate agent coordinate sight-unseen tours, utility hookups, and move-in prep.

🏆 Bonus: Every family that buys or sells with Praxedes Cotrina chooses a charity to receive a donation in your honor. Additionally, new buyers can receive up to \$1,000 in benefits. Lastly, sellers keep more money in their pockets – reduced commissions.