

MOVING CHECKLIST



1-2 Months Before Move

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| | Create binder/folder for moving records (estimates, receipts, inventory lists, etc.) |
| | Plan your moving method (truck rental, hiring movers, etc) and get cost estimates |
| | See if your employer will provide moving expense benefits |
| | Research storage facilities if needed |
| | Schedule disconnection/connection of utilities at old and new place
[] Phone [] Internet [] Cable [] Water [] Garbage [] Gas [] Electric |
| | Plan how you will move vehicles, plants, pets and valuables |
| | Plan how you will arrange furniture in the new place - use a floor plan or sketch |
| | Hold a garage sale, donate, sell, or trash unnecessary items |
| | Schedule transfer of records (medical, children in school, etc.) |
| | Get copies of any records needed (medical, dental, etc.) |
| | Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.) |
| | Make any home repairs that you have committed to making |
| | Return borrowed, checked-out and rented items |
| | Get things back that you have lent out |
| | Start using up food you have stored so there is less to move |

3-4 Weeks Before Move

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| | Finalize moving method and make necessary arrangements |
| | Begin packing non-essential items |
| | Label boxes by room and contents |
| | Separate valuable items to transport yourself - label as DO NOT MOVE |
| | Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE |
| | Create an inventory list of items and box contents, including serial numbers of major items - use this as an opportunity to update your home inventory |
| | Fill out a <i>Change of Address</i> form at a post office or online |
| | Provide important contacts with your new address:
[] Employers [] Family & Friends [] Attorney [] Accountant [] Others |
| | Notify your insurance and credit card companies about change of address |
| | Cancel automated payment plans and local accounts/memberships if necessary |
| | Take your vehicle(s) in for a tune-up, especially if you are traveling very far |

1-2 Weeks Before Move

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| | Continue packing and clean as you go |
| | Pack items separately that you will need right away at your new place |

	Plan to take the day off for moving day
	Find useful things for your children to do - involve them as much as possible
	Find someone to help watch small children on move day
	Begin to pack your suitcases with clothes and personal items for the trip
	Reconfirm your method of moving with those involved
	Make sure your prescriptions are filled
	Empty out your safe deposit box, secure those items for safe travel
	Schedule cancellation of services for your old place
	[] Newspaper [] Housecleaning [] Lawn [] Pool [] Water Delivery
	Check your furniture for damages - note damages on your inventory
	Take furniture apart if necessary (desks, shelves, etc.)
	Make sure all paperwork for the old and new place is complete
	If traveling far, notify credit card company to prevent automated deactivation
	Get rid of flammables such as paint, propane, and gasoline
	Try and use up perishable food

2-4 Days Before Move

	Confirm all moving details and that you have necessary paperwork
	Make a schedule or action plan for the day of the move
	Plan when/how to pick up the truck (if rented)
	Prepare for the moving expenses (moving, food, lodging)
	Continue cleaning the house as you are packing
	Defrost your freezer and clean the fridge
	Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
	Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
	Set aside boxes/items that you are moving yourself (make sure you'll have room)

Moving Day

	Remove bedding and take apart beds
	Go early to pick up the truck if you rented one
	Take movers/helpers through the house to inform them of what to do
	Walk through the empty place to check for things left behind - look behind doors
	Leave your contact info for new residents to forward mail
	Take inventory before movers leave, sign bill of lading
	Make sure your movers have the correct new address
	Lock the windows and doors, turn off the lights
	Use a padlock to lock up a rented truck
	<i>At your new place ...</i>
	Verify utilities are working - especially power, water, heating, and cooling
	Perform an initial inspection, note all damages, take photographs if needed
	Clean the kitchen and vacuum as needed (especially where furniture will be going)

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| | Direct movers/helpers where to put things |
| | Offer drinks and snacks, especially if the helpers are volunteers |
| | Assemble beds with bedding |
| | Begin unpacking, starting with kitchen, bathroom and other essentials |

Moving In - Weeks 1-2

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| | Check for damages while unpacking - be aware of deadline for insurance claims |
| | Replace locks if necessary and make at least 2 copies of your new keys |
| | Confirm that mail is now arriving at your new address |
| | Make sure your previous utilities have been paid for and canceled |
| | Complete your change of address checklist |
| | [] Bank(s) [] Credit Cards [] IRS [] Loans [] Insurance [] Pension plans |
| | [] Attorney [] Accountant [] Physicians [] Family support |
| | [] Newspapers [] Magazines [] Licenses [] Memberships |
| | Schedule a time to get a local driving license and update vehicle registration |
| | Get local phonebooks and maps |
| | Find new doctors, dentists, etc, depending on your needs & insurance |
| | After you are moved in, update your home inventory, including photos of rooms |
| | Update your renters insurance or homeowners insurance if needed |