

Moving Checklist

Moving Day :

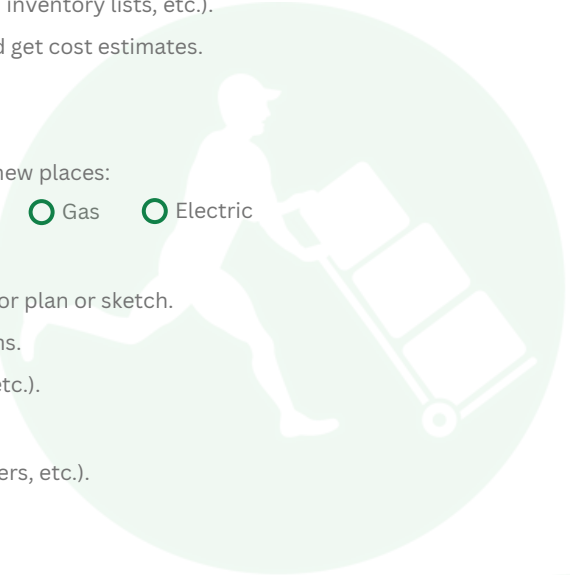
Start Time :

Company :

Phone :

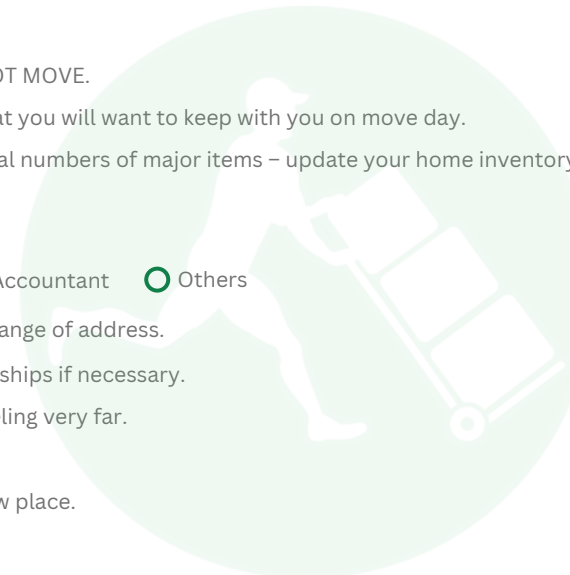
1-2 Months Before the Move

- Create a 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 the old and new places:
 - 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 dispose of unnecessary items.
- Schedule the 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.



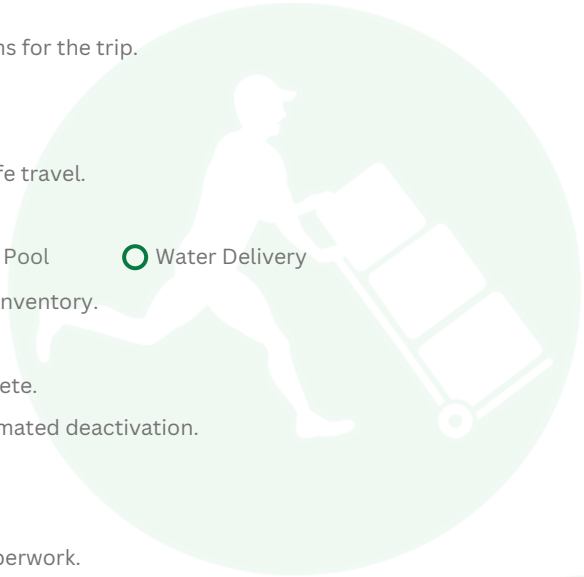
3-4 Weeks Before the Move

- Finalize your 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.
- Create an inventory list of items & box contents, including serial numbers of major items – update your home inventory.
- Fill out a Change of Address 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 the 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.
- 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.



2-4 Days Before the Move

- 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 the 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.
- Confirm all moving details and that you have necessary paperwork.



Moving Day

- 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 the 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.

At Your New Place

- 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).
- 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 the kitchen, bathroom, and other essentials.