

# Moving Checklist

## 1-2 Months Before Move

- Create a "move file" to keep track of estimates, receipts and other important information
- 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 (disconnection should take place the day after you move) and new place (have your new service activated several days before you arrive at your new home)
  - Phone  Internet  Cable  Water  Garbage  Gas  Electric
- Plan how you will move vehicles (research auto shipping companies), plants, pets and valuables (inventory everything of value you plan to move and determine replacement values for insurance purposes)
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Sort through the contents of closets, drawers and cupboards to weed out what you don't want or need. Hold a garage sale, donate, sell, or trash unnecessary items
- Start compiling medical and dental records-including prescriptions and shot records. Ask your current doctor to recommend doctors in your community
- Arrange to have school records transferred to your childrens new school and/or daycare.
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Arrange for veterinary records to be transferred, obtain health certificates from your vet for your pets traveling by air.
- Contact the Chamber of Commerce to request their new resident packet
- Call your insurance agent to see what changes to expect in your policy. Ask if moving is covered and notify them of change of address.

## 3-4 Weeks Before Move

- Finalize moving method and make necessary arrangements
- Take pictures of each room to assist movers with placing furniture in proper room at new home. Put the photos with the sketch of your new home and make note of any changes.
- 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 *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 change of address
- Cancel automated payment plans and local accounts/memberships if necessary

## 1-2 Weeks Before Move

- 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
- Get cash on hand to tip movers.
- 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
- Take Pictures
- 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 kitchen, bathroom and other essentials

## Moving In - Weeks 1-2

- 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
- 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