

Moving Checklist

1-2 Months before move

- Create binder/folder for moving records (estimates, receipts, inventory list, 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 your vehicles, plants, pets, 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 may have committed to making
- return borrowed, checked-out and rental 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

- Finalize moving method and make any final arrangements
- Begin packing non-essential items
- Label boxes by room and content
- Separate valuable items to transport yourself-label as do not move
- Keep a box out for storing pieces, parts and essentials 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
- Take your vehicle(s) in for a tune-up especially if you are traveling far

1-2 Weeks Before Move

- Continue packing and clean as you go
- Pack items separately that you 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

Moving Checklist

- Check your furniture for damages-note damages on 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 truck (if needed)
- 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

At your new place

- Verify utilities are working-especially power, water, heating
- 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, bathrooms, and other essentials

Moving In 1-2 Weeks

- 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
- Schedule a time to get a local driving license and update vehicle registration
- Find new doctors, dentist, etc., depending on your needs & insurance

Congratulations with proper planning and discipline you have completed your move! Hope you enjoy.