

Moving Checklist

2 Months Before You Move

- ☐ Create a binder with lists of what you want/need to do and to help you write out an organized plan
- ☐ If your employer is moving you, make sure you have a list of all of your “moving expense benefits”
- ☐ (If needed) Research and get estimates for storage facilities and get them reserved
- ☐ File and store your documentation, including expenses, estimates and receipts regarding the move
 - *Note: These may be used as tax credits and claims later.
- ☐ Whether you are moving yourself or hiring a mover, call around and get estimates and get them booked
 - *Note: If you are moving yourself, get prices for the different truck sizes and remember to ask about a trailer to transport your vehicle.
- ☐ Start removing “clutter” by packing up the items you will not need/use until after you move
 - *Note: Remember to mark your boxes as you go with the boxes final destination and number them (especially if you have a mover) so you can make sure all of your boxes move with you and everything is accounted for.
- ☐ Make a floor plan of new home - make plans of where you are going to use your current furniture and big items
- ☐ Have a garage sale or find a place to donate anything you are not moving with you
 - **THINK GREEN**** Recycle what you can - paper, plastic and old electronics
- ☐ Make change of address list to notify friends, family, your employer(s) and business contacts of the move
 - *Note: Don't forget to send the new address to the Federal Government.
- ☐ PETS:
 - ☐ Make sure they have a crate to move in
 - ☐ Make sure all immunizations are current
 - ☐ Transfer vet records to new vet
- ☐ If moving to a new town/state get referrals for:
 - ☐ Doctor ☐ Eye doctor
 - ☐ Dentist ☐ Lawyer

6 Weeks Before You Move

- ☐ Make a disconnect/connect schedule:
 - ☐ Phone ☐ Internet ☐ Cable / Dish
 - ☐ Electric ☐ Gas ☐ Water
- ☐ Transfer your kids school records (as well as your own if you are a student) and/or let them know the change of address
- ☐ Start making household repairs. If you are not making the repairs yourself, make a list with referrals, appointments and date of repair for the following:
 - ☐ Roofer ☐ Plumber ☐ Carpenter ☐ Painter (indoor and outdoor)
- ☐ Transfer legal records as well as medical, dental, eye care charts to new providers
 - *Note: Get copies for yourself.
- ☐ Make sure you have your safety deposit box at the closest branch to your new home and make sure all valuables, passports, insurance forms and birth certificates are out in the box until after the move
 - *Note: This is also a good time to take “inventory” of your valuables, photograph them and have them appraised for insurance reasons.
- ☐ Make arrangements and/or get special packing for large items, plants and collectibles
- ☐ Make sure your bank has new address on file
- ☐ Fill out change of address form at post office so that your mail has time to completely get changed over and their info updated
- ☐ If moving yourself, recruit friends to help you move
 - *Note: This is a good time to give back items you may have borrowed from your friends and get back items you have lent out.
- ☐ Start getting packing materials: boxes, tape, permanent markers, packing peanuts or bubble wrap
 - *Note: Go around to local businesses and ask for boxes. Most businesses are more than happy to get rid of their empty boxes.

6 Weeks Before Continued . .

- ☐ Schedule moving day off from work and make childcare/pet care arrangements for moving day
- ☐ Pack seasonal items as well as clothes

4 Weeks Before You Move

- ☐ Reconfirm moving day movers/trucks, make sure paperwork is completed
- ☐ Use up food in the house and stored food in the freezer
- ☐ Make a special box for tools, pieces, etc. that you will need during moving day
Label the box : DO NOT MOVE/MOVING DAY ITEMS
- ☐ Change address with credit card companies and magazines you subscribe to
- ☐ Change or cancel automated payments
- ☐ Update memberships, pool/lawn care, newspaper delivery with new information
- ☐ Update home Insurance to new home, cancel old insurance effective moving day
- ☐ Make sure all paperwork is complete...for new and old home
- ☐ Dispose of flammable substance, such as old pain, propane tanks and gasoline from your lawn mower
- ☐ Budget for moving expenses such as moving extras, gas, food and hotels
- ☐ Clean as you pack
- ☐ Create a corner with boxes you plan to move yourself
- ☐ Have another garage sale and/or donate to charities
- ☐ Service your car(s) and change info on drivers license and registration
- ☐ Document all maintenance and keep all appliance manuals for new home

1 To 2 Weeks Before You Move

- ☐ Get medical prescriptions filled to make sure you have everything you need through moving
- ☐ Make a schedule for the day of the move
*Note: Remember to allow time for breaks and meals.
- ☐ If you are moving yourself: Make plans for who is picking up truck and time for pick-up/drop-off
- ☐ Pack up bookshelves and rooms that are not in use, room by room
- ☐ Pack up garage, sheds, your yard, attic/basement and attic over the garage
- ☐ Pick up dry-cleaning and make sure they have your change of address
- ☐ Make sure all bills are paid with movers and all other bills are paid for the month
- ☐ Start disassembling furniture
- ☐ Go back and make sure all boxes are clearly marked and numbered to make it easy on the movers or your friends who are helping you move
- ☐ Continue cleaning the house

Day Before You Move

- ☐ Confirm time with movers OR confirm pickup time for moving truck
- ☐ Take day off so movers can come pack your belongings
- ☐ Confirm with the people helping you move. Give them a time to be on site
- ☐ Pack up bedding and take a part your bed
- ☐ Make sure you have these items on hand:
 - ☐ Money, check book and credit cards
 - ☐ Driver's License/ID, keys, papers for movers OR contract for moving truck
 - ☐ Flashlight, Screwdriver, extra tools
 - ☐ Medications and bandages
 - ☐ Diapers, stroller, car seat, diaper bag with extra clothes
 - ☐ Toys for older kids and an extra pair of clothes
 - ☐ Bedding, extra clothes for you, toiletries
 - ☐ Cell phone charger

Day Before Continued . .

- ☐ Defrost freezer
- ☐ Disconnect all appliances and get them ready for the move
- ☐ Pick up moving truck and make sure you have a padlock for it
- ☐ Make arrangements with people moving into your old house, to give them the keys and let them know a time they are able to start moving in
- ☐ Pack up plants

Moving Day!

- ☐ Wake up early
- ☐ Take kids and/or pets to sitters for the day
- ☐ If you hired movers, be at both residences to supervise and answer questions and count boxes to make sure you have all of your belongings
- ☐ If you hired a mover, keep extra cash on you to tip them after the job is done
- ☐ Make sure you have snacks and plenty of water for anyone helping you move

At Old Residence:

- ☐ Do a final look through of the old house and finish cleaning, make sure that you have locked all of the windows and turned off lights
- ☐ Anything you are moving yourself, lock it up in your vehicle
- ☐ Before going to the new residence, do a final walk-through to make sure you haven't forgot anything
- ☐ Leave your new contact info for the new home owners so that they can contact you if they receive any of your mail or find something you left behind.

At New Residence:

- ☐ Make sure utilities are on as on your list. If not, call to see why they are not on/working
- ☐ Look around and make sure there are no damages. If there are, take pictures before moving anything in
- ☐ Clean up house, vacuum, especially in the areas that will have large furniture.
- ☐ Assemble beds so you have a place to sleep if you are staying in your new house the first night
- ☐ Make sure you are receiving mail

After You Are Moved In

- ☐ Clean before you unpack
- ☐ Unpack the essentials first
- ☐ If you hired movers, go through the boxes and make sure everything is accounted for and make sure nothing is broken. You need to get a damage list into insurance as soon as possible.
- ☐ Put new locks in main doors
- ☐ Make sure you have fresh batteries in smoke detectors
- ☐ Check and make sure that the utilities for the old residence are settled and that they have been cancelled
- ☐ Update pictures and inventory for insurance purposes
- ☐ Confirm home owners insurance or renter's insurance
- ☐ Install carbon monoxide detectors
- ☐ Register to vote