**MOVING CHECKLIST**

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| **1-2 Months Before Move** | |
|  | 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** | |
|  | 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 *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 very far |
| **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 |
|  | 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 |
|  | *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 |
|  | 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 renter’s insurance or homeowners’ insurance if needed |