

MOVING CHECKLIST



8 Weeks Prior to Moving

✓	TASK
	Create a “move file” to keep track of estimates, receipts and other important information and documents.
	Check with the IRS to see what moving expenses can be deducted on your next tax return. Check and clear tax assessments.
	Budget for moving expenses and start collecting estimates.
	If you will use a professional mover, get a few estimates from moving companies.
	If you will move yourself, get estimates from two to three truck rental companies.
	Contact your new Chamber of Commerce for their New Resident Packet. The internet is also a great resource for finding community guides and information.
	Complete an inventory list of your household goods and begin to remove clutter. Start with the basement, attic, garage and other storage areas. Decide which items should be discarded, donated to charity or sold in a moving sale.
	If you are packing yourself, begin to obtain packing materials and pack items you will not need until after you arrive at your new house.
	Get your new home ready – Contact painters, carpenters, plumbers, roofers, etc., so your new home is ready when you arrive. Remember to change the locks on all the doors in your new home.

7 Weeks Prior to Moving

✓	TASK
	Choose a household goods move method (self or professional). If you will use a professional moving company, contact them to begin the process.
	Dependent on the location of your current home, check to see if moving permits are required.
	Continue to pack (if self-move) and inventory as you work through your storage areas.
	Start pulling together medical and dental records – including prescriptions and shot records. Ask your doctor or health plan provider for referrals in your new city.
	Arrange to have school records transferred to your children’s new school district and/or day care.
	Get copies of any legal and financial records you need.
	Arrange for veterinarian records to be transferred. Ask your Vet for a referral.
	Call your insurance agent to see what changes to expect in your policies due to the move. Ask if/how your possessions are covered during transit. Arrange for insurance coverage for your new home.
	Contact health clubs or other organization you have joined. Ask how you can end, sell or transfer your membership.

MOVING CHECKLIST



6 Weeks Prior to Moving	
✓	TASK
	Make a list of things that are valuable or difficult to replace. Have antiques, pieces of art and other valuables appraised. Plan on shipping these items by certified mail, insured carrier or personally carrying them with you.
	Notify creditors of your move as you receive your statements.
	Make a list of relatives, friends and businesses that need to be notified of your move.
	Complete a post office change-of-address notice. The forms can either be obtained at your local post office or online at www.usps.com NOTE: You must fill out a change-of-address form for each person receiving mail at your address.
	If you do not have a permanent address in the new city, ask the postal service to hold your mail. Upon arrival; secure a post office box, complete a change-of-address notice and notify your old post office of the new forwarding address for the mail being held.
	Notify magazines/periodicals of your address change.
	Consider subscribing to the newspaper in your new hometown to learn more about your new community, events and local culture.
	Start working your way through each room, continue taking inventory and deciding which items should be discarded, donated to charity or sold in a moving sale.
	Start using foods and cleaning supplies that cannot be moved (see page 6).

5 Weeks Prior to Moving	
✓	TASK
	If you are packing your own household goods, continue to pack items you do not use often and/or will not need until you arrive at your new home.
	If you are moving from an apartment, notify the landlord, request a move out checklist and discuss procedures for the return of the security deposit.
	If applicable, arrange to use your building elevator the day of your move.
	Return any borrowed items (such as library books); pick up dry cleaning and any items out for repair. Retrieve items out on loan.
	Service your automobile(s) for the move – consider any climate change if moving out-of-state.
	Prepare auto registration(s) to be transferred (if moving to another state) – Direct questions to your local Bureau of Motor Vehicles.
	Create a floor plan of your new home for furniture and appliance placement. Start deciding which function each room will serve, it makes moving in much easier.



MOVING CHECKLIST

4 Weeks Prior to Moving	
✓	TASK
	If this will be a self-move, reserve a rental truck and any additional equipment, such as furniture pads, appliance dolly, auto/motorcycle transport equipment, etc.
	Investigate and plan for long/short-term storage at destination if needed.
	Schedule disconnection of all utility services at the current residence. Be sure to disconnect the day after you leave. If you have a “last month” deposit with services such as the water or gas company, request your refund.
	Schedule the connection of utility services at your new home. Be sure to connect the day before you arrive.
	Arrange for cable/satellite TV disconnection.
	If you are not driving to your new home, make travel arrangements for yourself, your family and your pets. Don't forget to bring your pets necessary medical and immunization records the day of travel.
	Continue to notify creditors of your move as you receive your statements.
	Begin disposing of items designated to be discarded or donated to charity (obtain receipt for income tax purposes). If desired, advertise and host a moving sale soon.
	Call your newspaper courier and set a date to cancel your subscription.

3 Weeks Prior to Moving	
✓	TASK
	Decide if you will keep your plants or give them away. Remember plants cannot be loaded by professional movers with your other household goods. Ask your mover or your relocation counselor for information on moving your plants if desired.
	Properly dispose of items that cannot be moved, such as flammables, corrosives and poisons (see page 6).
	If moving <u>into</u> an apartment or condominium where an elevator will be needed to bring your items into your new home, arrange for the use of the building elevator on move-in day.
	Dependent on the location of your new home, check to see if moving permits are required.
	If possible, make child and pet-care arrangements for moving day - this will help reduce the stress level on an inherently chaotic day.
	If utilizing professional movers, confirm arrival day and time of the moving van to your current residence.
	If you have not, and are going to – Hold your moving sale.

MOVING CHECKLIST



2 Weeks Prior to Moving	
✓	TASK
	Assemble a file folder of information, owner manuals, warranties, etc., to leave for the new owner of your current home.
	When picking up medical, dental, prescription and shot records, verify that the children's immunizations are up-to-date.
	Be sure you have an adequate supply of medications on hand; not only for the trip, but also enough to cover the time it will take to find a new physician.
	When picking up your pets' veterinarian records, verify that the pets' immunizations are up-to-date. Ask the Vet for travel trips.
	Confirm travel arrangements for you, your family and pets.
	<p>Be Prepared - Both professional and self-move companies will require payment at destination.</p> <ul style="list-style-type: none"> ○ <u>Professional move</u>: Unless payment has been arranged/made prior to the move date – payment is due in cash, cashier's check or postal money order before your household goods are unloaded at destination. ○ <u>Self-Move</u>: At destination, the truck rental company will require payment upon drop off of the truck (and any additional equipment rented). During the initial rental, ask the truck rental company for destination locations, hours of operation and methods of payment accepted

1 Week Prior to Moving	
✓	TASK
	Arrange for disposal of anything not sold at your moving sale, or to be donated to charity.
	Verify that the current school system has, or will, transfer your children's transcripts to the new school district.
	Finish packing (if not being done by professional movers) and prepare boxes containing sheets, blankets, pillows, towels, paper plates/cups/silverware, etc.; items you may need upon arrival to your new home prior to unpacking. Designate and label these boxes as "last load," so they are loaded as such.
	If a professional moving company is packing for you, items should be left in their place. It's easier and safer, for example, to pack glassware right from the cabinet where it's stored; as well as the items will be labeled for the appropriate room at destination.
	Start packing suitcases and other personal items you will transport with you – for example, important papers, jewelry, your new home floor plan, etc.
	If driving, set aside maps, flashlight, tools, personal phone book, games, snacks, medicines – anything needed for the car trip – so it will not be loaded on the truck.

MOVING CHECKLIST



1-2 Days Prior to Moving	
✓	TASK
	Contact your bank and/or credit union to transfer or close accounts. Empty and close safety deposit box(es).
	Pick up traveler's checks or cash for 'on the road' expenses.
	Settle any outstanding balances with local businesses.
	Find new homes for plants that will not be moved – Remember they are delicate travelers when moving distances, and professional movers cannot guarantee their safe arrival.
	Drain all power equipment of oil and gas. Gas grills, kerosene heaters, etc., need to be emptied as well.
	Drain all hoses and waterbed(s) (if applicable).
	Empty, defrost and clean your refrigerator and chest freezer at least 24 hours before moving day, propping doors open.
	Disconnect and prepare major appliances for move.
	If moving yourself, dismantle beds and other large furniture.
	Finish packing all suitcases. Pack your local phone book for future reference of addresses and phone numbers of businesses and friends.
	Keep a family member or friend informed of your plans and 'whereabouts' in case of an emergency or unforeseen event.

Moving Day – It's finally here!	
✓	TASK
	If pets are at home the day of your move, secure their safety by placing them in a crate, carrier – something, so they do not leave the premises while the doors are open during the loading of your household goods.
	If using a professional mover, be on hand all day to answer questions. Read your Bill of Lading, Inventory and High Value Inventory Form carefully before signing. Confirm the delivery date, new address and contact information on this document. Keep this paperwork in a safe place.
	Take note of utility meter readings.
	Once your goods are loaded, make a final check of every room, closet, cabinet and storage area. Make sure windows and doors are locked, keys are transferred and lights are out.

MOVING CHECKLIST



Delivery Day – Yeah!	
✓	TASK
	It's a good idea to arrive at your new home ahead of your household goods shipment. Take this time to look things over and ensure the utilities have been connected.
	Check appliances and systems to ensure all are working properly and arrange for repairs if necessary.
	Review your new home floor plan for placement of major items – this will make unloading go a lot smoother and quicker.
	Again, be on hand to answer any questions.
	If using a professional mover: <ul style="list-style-type: none"> ○ Be prepared to pay the driver with cash, certified check or postal money order before your possessions are unloaded. ○ Supervise unloading and unpacking (if applicable). ○ Check your belongings carefully and note on the inventory paperwork any damaged items.
	Keep all receipts and documentation in your move file and store in a safe place. You'll be glad to have everything in one place at tax time!

“DO NOT SHIP” LIST

Your shipment should **NOT** include anything that is poisonous, flammable, corrosive or perishable. Such items include, but are not limited to, the following:

Fuels / Oils / Flammables
 Paints / Varnishes
 Insecticides
 Liquid Bleach
 Matches / Candles
 Perishable Goods
 Live Plants
 Pets

Propane / Bottled Gas
 Paint Thinners
 Aerosols
 Cleaning Chemicals
 Fire Arms or Ammunition
 Food in Glass Jars
 Pressurized Tanks
 Firewood