

MOVING CHECKLIST *6 weeks before*



1. Get estimates and hire movers.

2. Get estimates and schedule a rental truck.

Start with asking friends for recommendations and get quotes from at least three licensed companies. Here are several questions to ask:

- ARE ON-SITE ESTIMATES OFFERED?
- HOW IS PRICING DETERMINED?
- WILL THE MOVERS PACK ITEMS? (IF SO, AT WHAT ADDITIONAL COST?)
- WHAT INSURANCE IS INCLUDED?
- WHAT ADDITIONAL CHARGES MAY ARISE?
- REQUEST A COPY OF THE SIGNED CONTRACT.
- Go to protectyourmove.gov to learn more about your rights and responsibilities as you prepare to work with a moving company.
- Contact your insurance company to see if you'll need additional coverage (optional).

3. Make arrangements for school transfers.

4. Ask for doctor & dental referrals. Arrange for transfer of medical and dental records.

Check all of your prescriptions to make sure that you won't run out in the middle of your move. {note: You will transfer any prescriptions in week 2}

5. Create your moving binder to hold all move – related paperwork

MOVING SCHEDULE

- START GATHERING BOXES
- GARAGE SALE? DONATE UNWANTED ITEMS.
- STAGING HOME
- BUY MOVING SUPPLIES
- ROOM COLOR CHART - FOR PACKING TAPE
- MOVER AND RENTAL TRUCK
 - COORDINATE FAMILY OR CHURCH HELP TO LOAD TRUCK {IF APPLICABLE}
- POTENTIAL NEW HOME - PRINT OUTS TO KEEP TRACK OF THE PROPERTIES THAT YOU'VE FOUND ONLINE TO TELL YOUR REALTOR ABOUT, OR SCHEDULE TO SEE YOURSELF. BE SURE TO MAKE NOTES ONTO EACH SHEET AS YOU SEE IT IN PERSON OR FIND OUT MORE INFO FROM YOU REALTOR.
- MOVE OF PETS?
- MOVE OF PLANTS?

6. Create your property binder for your new home.

- HAVE UTILITIES AND PHONE/INTERNET SERVICES DISCONNECTED AT OLD HOME THE DAY AFTER YOU LEAVE AND INSTALLED IN NEW HOME THE DAY BEFORE YOU ARRIVE.
 - ELECTRICITY
 - TELEPHONE/DSL
 - HOME WARRENTEE INFO
 - GAS
 - GARBAGE/RECYCLING
 - VENDOR RECOMMENDATIONS
 - WATER/SEWER
 - CABLE/SATELLITE
- TRANSFER HOMEOWNER'S/RENTAL INSURANCE
- CALL A LOCKSMITH TO HAVE YOUR NEW HOME'S LOCKS CHANGED ON MOVING DAY OR BEFORE.
- ARRANGE TO HAVE A CLEANING COMPANY PREPARE THE NEW HOME BEFORE BEFORE YOU ARRIVE AND TIDY THE OLD HOME AFTER YOU LEAVE IF DESIRED.

MOVING CHECKLIST *5 weeks before*



1. Conduct a room-by-room survey.

SORT ITEMS TO KEEP, DONATE, DISCARD, AND SELL.

2. Plan a garage sale.

3. Start using up food and cleaning supplies.

4. Schedule carpet cleaning and/or drapery cleaning.

5. Start spring-cleaning the house or hire house cleaning.

6. Have valuable items appraised.

PHOTOGRAPH OR VIDEOTAPE THEM. UPLOAD IMAGES ONTO COMPUTER, AND SAVE TO A CD.

7. Begin packing items that aren't used frequently.

SUCH AS SEASONAL ITEMS AND RARELY USED GADGETS.

MOVING CHECKLIST *4 to 6 weeks before*

1. Gather packing supplies, including:

1. BOXES (VARIOUS SIZES; WARDROBE BOXES)
2. BOX CUTTERS
3. TAPE (PACKING, COLORED TAPE, AND BLUE PAINTERS')
4. TAPE DISPENSERS
5. WRAPPING MATERIAL (BUBBLE, PLASTIC, PACKING PAPER, TISSUE PAPER)
6. LABELS
7. REMEMBER TO ORDER SPECIALTY ITEMS LIKE DISH BOXES, WARDROBE BOXES, AND MATTRESS BAGS IF YOUR MOVER IS NOT SUPPLYING THEM.

2. Fill out change-of-address cards with post office.

3. If you're moving locally, put in for vacation time at your job for the days surrounding your move and schedule a babysitter if needed.

4. Do an inventory of high-ticket items and videotape or photograph them.

NOTE ANY EXISTING SCRATCHES, DINGS, OR DAMAGE TO YOUR FURNITURE.

MOVING CHECKLIST *3 weeks before*



1. Pack contents of garage, attic, and storage areas.

ALSO INCLUDE OTHER INFREQUENTLY USED ITEMS, LIKE BOOKS.

2. Assign a color to each room.

MARK BOXES AND FURNITURE WITH APPROPRIATE STICKERS.

3. Label and number each box.

KEEP A MASTER INVENTORY LIST WITH CONTENTS OF EACH BOX.

4. Make travel arrangements for the move.

5. Prepare the new home.

ARRANGE TO HAVE A CLEANING COMPANY PREPARE THE NEW HOME BEFORE YOU ARRIVE AND TIDY THE OLD HOME AFTER YOU LEAVE IF DESIRED.

6. Cancel all utilities and phone/internet services disconnected in the old home the day after you leave.

1. ELECTRICITY
2. GAS
3. WATER/SEWER
4. TELEPHONE/DSL
5. GARBAGE/RECYCLING
6. CABLE/SATELLITE

7. Get the word out to friends and family that you're moving.

SEND THEM AN EMAIL WITH YOUR NEW CONTACT INFORMATION OR CONSIDER MOVING ANNOUNCEMENTS TO FRIENDS AND FAMILY. {OR ANNOUNCE ON FACEBOOK}

MOVING CHECKLIST *2 weeks before*



1. Get valuable paperwork, jewelry, and small family heirlooms.

KEEP THESE SPECIAL ITEMS SEPARATE FROM YOUR MOVING BOXES AND PLAN FOR TRANSPORTING THEM BY HAND OR VIA A TRACKABLE SHIPPING SERVICE WITH INSURANCE.

2. Withdraw cash to tip the movers and make sure you have enough cash, checks or a credit card to pay for unexpected expenses..

GET A CASHIER'S CHECK MADE FOR THE MOVERS IF NECESSARY.

3. Refrain from doing too much grocery shopping or buying in bulk before the move.

4. Pack the build of your items.

5. Have utilities and phone/internet services connected and installed in the new home the day before you arrive.

1. ELECTRICITY
2. GAS
3. WATER/SEWER
4. TELEPHONE/DSL
5. GARBAGE/RECYCLING
6. CABLE/SATELLITE

6. Transfer prescriptions.

7. Change address or cancel. Make a list of businesses you will need to contact in order to change your address. Don't forget to list your online accounts, too, including:

1. NEWSPAPER
2. MAGAZINES
3. BANK ACCOUNTS
4. HEALTH, LIFE, AND AUTO INSURANCE POLICIES
5. CREDIT CARD BILLS
6. EMPLOYER

8. Call a locksmith to have your new home's locks changed on moving day or before.

9. Complete a change-of-address form online (usps.com) or at post office.

10. Request a relocation package from chamber of commerce of your new town.

MOVING CHECKLIST *1 week before*



1. Print an information sheet for the movers.

INCLUDE THE OLD AND NEW ADDRESSES, DIRECTIONS, AND YOUR CELL PHONE NUMBER. CHECK IN WITH THE MOVING COMPANY ONE LAST TIME TO CONFIRM ARRIVAL TIME, CELL PHONE NUMBERS, AND LAST MINUTE DETAILS.

2. Set aside clothing for two weeks, plus a suitcase or more for those items.

FOR INSTANCE, GET EACH FAMILY MEMBER TO PACK A SUITCASE LIKE THEY ARE GOING ON A TWO-WEEK VACATION. REMEMBER ALL TOILETRIES AND COMFORTABLE CLOTHES FOR UNPACKING.

3. See if you have accumulated anything else in your "donate," "pitch," or "sell" piles for one last pickup or drop off to your chosen charity.

4. Put small valuables and important documents in a box or bag.

ASK A FRIEND TO HOLD ON TO IT UNTIL YOU'RE SETTLED, OR LOCK IT IN THE TRUCK OF YOUR CAR ON MOVING DAY.

5. Discard all hazardous materials that can't be moved in the moving truck.

PAINT, CHEMICALS, AEROSOL CANS

6. Create a last-out, first-in box with all day-to-day necessities, including any of the following that are applicable:

- BEDDING
- TOWELS
- TOILETRIES
- TOILET PAPER
- BASIC TOOLS
- CLEANING SUPPLIES
- MEDICATIONS
- CAMERA (TO DOCUMENT ITEMS BROKEN IN TRANSIT)
- SNACKS
- A FEW DISHES AND UTENSILS

7. Back up all computers and have a plan in place for checking email and paying bills online while your computer is in transit, if needed.

8. Hire a cleaning company to come in and do a quick clean after the movers leave or schedule a day that you will come back and make sure that everything is clean and in place for the new owners.

MOVING CHECKLIST *3-5 days before*



1. Defrost freezer.
2. Empty ice maker and ice cube trays (turn off ice maker).
3. Clean fridge, stove, and oven.
4. Make travel arrangements for the move.
5. Prepare the new home.
6. Close out safe deposit box.
7. Confirm arrival time of movers.
8. Confirm pick-up time of rental truck.
9. Have payment, water, and snacks ready for movers.
10. Gather and clean outdoor furniture
11. Return cable box, cable modem, DSL, if necessary.
12. Organize keys.
13. Finish cleaning house.
14. Prepare food for moving day.
15. Finish packing.

MOVING CHECKLIST *moving day*

1. Do a walk-through before movers arrive to make sure everything is packed.
DOUBLE CHECK ALL CUPBOARDS, CLOSETS, DISHWASHER, AND OTHER APPLIANCES ARE EMPTY.
2. Disassemble beds.
3. Make sure there are no items left behind.
4. Give keys to the real estate agent or landlord.
5. Arrange for someone to direct the movers at your new home.

MOVING CHECKLIST *moving into your new home*

1. Check items off the inventory list as they are unloaded.

2. Inspect for damages.

PHOTOGRAPH RELEVANT ITEMS BEFORE SIGNING THE RELEASE (SOMETIMES REFERRED TO AS A BILL OF LADING).

3. Test faucets, toilets, utilities, phones, smoke detectors, and security systems.

4. Turn on water heater if necessary.

5. Begin to unpack.

FLATTEN BOXES. SET THEM OUT FOR RECYCLING, OR STORE FOR FUTURE USE.

MOVING CHECKLIST *within 30 days of move*

1. Change address:

1. DRIVER'S LICENSE
2. VOTER REGISTRATION
3. AUTO REGISTRATION

2. Establish a safe despoit box.

3. Enjoy creating new memories in your new home!

