

# Moving Checklist



## 1-2 Months Before your Move

- ( ) Create folder/binder for moving records (Inventory list, receipts, estimates, etc.)
- ( ) Plan how you will move vehicles, plants, pets and valuables.
- ( ) Plan your moving method (truck rental, hiring movers, etc.) and get estimates.
- ( ) Check if your employer will provide moving benefits.
- ( ) Research storage facilities if needed.
- ( ) Schedule disconnection/connection of utilities at former and new residences.  
[ ] Phone [ ] Internet [ ] Cable [ ] Water [ ] Garbage [ ] Gas [ ] Electric
- ( ) Schedule transfer or get copies of records needed (Medical, Dental, School, etc.).
- ( ) Hold a garage sale, donate, sell or trash unnecessary items.
- ( ) Return any borrowed, checked-out or rented items.
- ( ) Make any home repairs that you have committed to.
- ( ) Plan how you will arrange furniture in your new home - use a floor plan or sketch.
- ( ) Acquire packing materials (boxes, tape, padding/stuffing, markers, etc.).
- ( ) Start using perishable items or canned goods that you don't want to move.

## 3-4 Weeks Before your Move

- ( ) Finalize your moving method and make the necessary arrangements.
- ( ) Begin packing your non-essential items. Don't forget to label boxes by room/contents.
- ( ) Separate valuable items to transport yourself - label these as DO NOT MOVE.
- ( ) Have a box for storing pieces, parts and essential tools that you will need to keep with you on moving day - label as PART/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 the post office or online at <https://www.usps.com/umove/>
- ( ) Provide important contacts with your new address.  
[ ] Family & Friends [ ] Employers [ ] Attorney [ ] Accountant [ ] Others
- ( ) Notify your insurance and credit card companies about change of address.
- ( ) Cancel auto pay plans and local accounts/memberships if necessary.
- ( ) Take your vehicle(s) in for a tune-up, especially if you are traveling very far.
- ( ) Get items back that you have lent out.

## 1-2 Weeks Before your Move

- ( ) Find someone to help watch small children on move day.
- ( ) Plan to take the day off for moving day.
- ( ) Pack items separately that you will need right away at your new home.
- ( ) Find useful things for your children to do - involve them as much as possible.
- ( ) Reconfirm you method of moving with those involved.
- ( ) Make sure your prescriptions are filled.
- ( ) Schedule cancellation of services for your (soon-to-be) previous residence.  
[ ] Newspaper [ ] Housecleaning [ ] Lawn [ ] Pool [ ] Water Delivery
- ( ) Check your furniture for damages - note any damages in your inventory list.
- ( ) Take furniture apart if necessary (desk, shelves, etc.).
- ( ) Make sure all paperwork for the old and new place is complete.
- ( ) Get rid of flammables such as paint, propane and gasoline.
- ( ) Empty your safe deposit box, secure those items for safe travel.
- ( ) Continue packing and clean as you go.
- ( ) Begin packing your suitcases with clothes and personal items for the trip.

## 2-4 Days Before your Move

- ( ) Confirm all moving details and that you have necessary paperwork.
- ( ) Make a "Plan of Action" for the day of the move.
- ( ) Plan when/how to pick up the truck, buy a padlock (if you are renting).
- ( ) Defrost your freezer and clean the fridge.
- ( ) Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc.).
- ( ) Set aside boxes/items that you are moving yourself (make sure you will have room).
- ( ) Prepare for the moving expenses (moving, food, lodging).
- ( ) Pack a bag for water bottles, pen/paper, snacks, documents, and essentials.

## 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 house - look for items left behind (behind door, open cabinets).
- ( ) 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.
- ( ) Put the padlock on the (rented) truck.

## Moving Day Continued - At your new house

- ( ) Verify the utilities are working - water power, heating and cooling.
- ( ) Perform and initial inspection, note all damages. Take pictures if necessary.
- ( ) 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.
- ( ) Begin unpacking, starting with the kitchen, bathroom and other essentials.

## Moving In - Weeks 1-2

- ( ) Check for damages while unpacking - be aware of deadlines 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 cancelled.
- ( ) Schedule a time to get a local driving license and update vehicle registration.
- ( ) Find new doctors, dentists, etc.
- ( ) After you are moved in, update your home inventory, including photos of rooms.
- ( ) Update your renters insurance or homeowners insurance if needed.

Complete your change of address checklist

- [ ] Bank(s) [ ] Credit Cards [ ] IRS [ ] Loans [ ] Insurance [ ] Pension plans
- [ ] Attorney [ ] Accountant [ ] Physician(s) [ ] Family Support [ ] Newspaper
- [ ] Magazines [ ] Licenses [ ] Memberships

**Welcome Home! You can begin your new adventure!**