

# Moving Checklist

## 3 Weeks Prior to Move:

- \_\_\_ Hold a garage sale to rid yourself of unwanted items.
- \_\_\_ Donate unwanted clothing or household goods to charity.
- \_\_\_ Use up canned goods, frozen foods or any other household items.
- \_\_\_ Review your relocation package and determine what will/what will not be paid by your company.
- \_\_\_ Log all moving expense receipts (some may be tax deductible).
- \_\_\_ Get written estimates from moving companies, while checking the limits of insurance they offer.

## Prior to Moving Day:

- \_\_\_ Confirm with your employer to be off on moving day.
- \_\_\_ Purchase necessary supplies: packing tape, bubble wrap, furniture pads and boxes!
- \_\_\_ Drain fuel from any machinery (i.e. power mower).
- \_\_\_ Pack 'Open First' boxes for each room - containing everything you'll need for the first few days in your new home.
- \_\_\_ Finish taking apart furniture that needs disassembled.
- \_\_\_ Check that all paperwork related to your house sale/purchase is complete.
- \_\_\_ Close bank accounts, if necessary.
- \_\_\_ Finish all major packing.
- \_\_\_ Pack up all computer and electrical equipment.
- \_\_\_ Clearly label or mark all packed boxes.
- \_\_\_ Clean as you go.
- \_\_\_ Make sure all documents related to your move are easily accessible.
- \_\_\_ Check in with the movers and confirm the start time of your move.
- \_\_\_ Have measurements taken of the rooms in your new place to determine where everything will go.

## Don't Forget to:

- \_\_\_ Defrost freezer/refrigerator. Place charcoal to dispel odors.
- \_\_\_ Have appliances serviced for moving.
- \_\_\_ Plan special care needs to infants, children, seniors or pets.
- \_\_\_ Clean out club, gym, lockers, etc.; pick up all dry cleaning.
- \_\_\_ Double check all closets, cabinets and rooms to make sure nothing is left behind.
- \_\_\_ Finish taking apart furniture that needs disassembled.
- \_\_\_ Take out garbage. Lock windows.
- \_\_\_ Leave keys and garage door openers needed by new owner(s).
- \_\_\_ Leave a note with all your contact information for new owner(s).

## On Moving Day, Don't Forget:

- \_\_\_ Before loading items, check truck/trailer for any leaks, cracks or other signs of wear.
- \_\_\_ Try to first load items you need the least. Load 'Open First' boxes last.

- \_\_\_ Carry currency, jewelry, and documents yourself or use registered mail.
- \_\_\_ Check thermostat and make sure thermostat is set appropriately.

## At New Home:

- \_\_\_ Be on hand to accept delivery. If you cannot be there personally, be sure to authorize someone to do so.
- \_\_\_ Place a floor plan of your new home by the entrance to help movers determine where each piece of furniture should go.
- \_\_\_ Give the kids a job to do - let them start on their rooms.
- \_\_\_ Supervise moving crew on location of furniture and boxes. Begin unpacking necessary basics first; such as kitchen utensils, toiletries, etc.
- \_\_\_ Check to make sure all utilities are on and working properly.

## Send Change of Address to:

- \_\_\_ Alumni Association(s)
- \_\_\_ Attorneys
- \_\_\_ Banks (auto loans, checking accounts, credit cards, home equity, mortgage safety deposit box, savings account)
- \_\_\_ Cell Phone Provider
- \_\_\_ Child Care/Daycare
- \_\_\_ City/County Tax Assessor
- \_\_\_ Credit Bureaus
- \_\_\_ Credit Card Issuers
- \_\_\_ Department of Motor Vehicles
- \_\_\_ Dry Cleaning Pick-Up and Delivery
- \_\_\_ Employer
- \_\_\_ Family Members
- \_\_\_ Health Clubs
- \_\_\_ Health: medical, dental, prescription histories. Ask doctor and dentist for referrals, transfer needed prescriptions, x-rays.
- \_\_\_ House cleaning service and lawn care.
- \_\_\_ Insurance coverage: life, health, fire, and auto.
- \_\_\_ Magazine and newspaper subscriptions
- \_\_\_ New business cards
- \_\_\_ Passport
- \_\_\_ Pet sitter/dog walker/pet day care
- \_\_\_ Post Office (give forwarding notice)
- \_\_\_ Professional Organizations
- \_\_\_ Retirement plan holders
- \_\_\_ Schools/Parent-teacher association (ask for copies or transfer records)
- \_\_\_ Social Security Administration
- \_\_\_ State/Federal Tax Bureaus and accountant/tax preparer
- \_\_\_ Swimming pool maintenance/memberships
- \_\_\_ Utility companies: gas, light, water, telephone, fuel and cable
- \_\_\_ Veterinarian (pet licenses, vaccinations tags, etc)
- \_\_\_ Veterans Administration