



MOVING CHECKLIST

WEEK-BY-WEEK GUIDE TO A SUCCESSFUL MOVE

7-8 WEEKS BEFORE

- Clean out your storage areas - attic, basement, shed, closets, etc.
- Donate any unwanted items or host a yard sale.
- Purge any expired items in the bathroom and kitchen.
- Contact moving companies to obtain estimates, or coordinate moving with the help of friends/relatives.
- Start using food that you cannot move, especially perishable items.
- Use a copy of your new home's floor plan or room dimensions to determine which furniture to keep or donate.
- Prepare to transfer school records.
- Contact your insurance agent to determine if your move is covered.
- Contact your accountant to determine if any expenses are deductible.

5-6 WEEKS BEFORE

- Create a file for all moving documents and receipts.
- Order packing supplies - boxes, bubble wrap, packing tape, and markers.
- Hire your mover or reserve a rental truck.
- Submit your change of address to the USPS and notify:
 - Friends and relatives
 - Banks
 - Credit card companies
 - Subscriptions and home delivery services
 - Health care providers
 - Insurance companies - health and auto
 - Churches, organizations, or clubs
 - Schools
 - Government Agencies - IRS, Social Security

If you are moving to a new area:

- Select new healthcare providers and arrange to have medical records transferred.
- Select a new veterinarian and have your pet's records transferred.
- Make your travel plans - book flights, rental cars, etc.
- Are you relocating for work? If so, ask your employer if they reimburse any moving costs

4 WEEKS BEFORE

- Store legal documents in a safe and easily accessible place - medical and dental records, financial documents, wills, deeds, birth certificates, schools records, car registrations.
- Contact your utility companies to arrange for connection at your new address and disconnection at your old address.
 - Gas Oil
 - Electric Water
 - Cable TV Phone
 - Trash collection company
- Contact your insurance companies to arrange for coverage in your new home:
 - Auto Home
 - Medical Life
- Notify your home service providers - landscapers, cleaners, etc.
- Ask for refunds for any unused homeowners insurance, prepaid services (cable), and renter's security deposit.
- Get carpets, drapery, furniture repaired and/or cleaned as needed.

2-3 WEEKS BEFORE

- Notify DMV of your new address.
- Arrange for childcare on moving day.
- Contact your movers to review your moving plan.
- Start packing nonessential items.
- Service your vehicle to prepare for a longer distance move.
- Arrange to have plants and pets safely transported to your new home.

PACKING TIPS

- Pack room by room.
- Label as you pack, including the contents and room.
- Avoid placing items from different rooms in the same box.
- Pack heavier items on the bottom and lighter items on the top.
- Avoid overpacking boxes. Leave some space at the top.
- Keep jewelry, medications and important documents with you.

1 WEEK BEFORE

- Drain all gas and oil from any power equipment.
- Return library books and pick up dry cleaning.
- Pack and label your boxes.
- Pack your "Moving Day Survival Kit" with medicines, scissors, phone chargers, and anything else you may need on moving day.
- _____
- _____
- _____

2-3 DAYS BEFORE

- Finish packing.
- Defrost your refrigerator and freezer.
- Pack your "overnight" bag with essential items for your first night in your new home.
- _____
- _____
- _____

MOVING DAY

- Complete a final walk-through, making sure you have everything.
- Talk to your movers and relay any special instructions.
- Write down final meter readings.
- _____
- _____

All information is deemed reliable, but not guaranteed.

- Do not pack any flammables, combustibles, or corrosive liquids.
- Let the movers pack artwork, lamps and breakable items.
- Use towels, newspaper and clothes to protect delicate items, and store them in lidded containers
- Tape cords beneath electrical appliances.
- Pack heavy items in small boxes.
- Keep enough clothes and essentials for a few nights in suitcases that you transport.

