Moving Checklist

# 2 Months Prior to Moving

* Create a budget. Try to be as specific as possible to avoid unexpected expenses.
* Create a folder for any documentation related to the move (receipts, inventory, estimates, phone #’s, etc.)
* Organize and collect important records (medical, dental, veterinary, prescriptions, etc.).
* Make a list of personal and business contacts that you need to give your new address to.
* Have children’s school records forwarded from current school to new school.
* Talk to tax professional and/or IRS to determine possible tax deductions or potential tax liability.
* Contact your insurance agent to make sure of coverage during move and make any changes if needed.
* Research moving companies. Consider all the services they offer. Don’t make decision based strictly on price.
* Order moving boxes and supplies. This allows you adequate time to pack your things properly.
* Start using up frozen items and other perishable items you won’t be taking with you.
* Inventory your belongings. Separate lists for items you will be taking with you and things you won’t.
* Measure rooms in new house (if possible) to determine what furniture will fit and what won’t.
* Begin making plans to dispose of the items you are not taking with you. (garage/yard sale, charities, etc.).

# One Month Prior to Moving

* Secure moving company. Verify details like moving date, costs (binding or estimated), insurance, extra charges etc.
* Dispose of items you don’t want to take with you. (garage/yard sale, charities, etc.).
* Arrange for storage if needed. If you are using a containerized moving company you can pack at your own pace.
* Begin packing. Start with the items that are used the least. This is a good time to pack garage, attic, & basement.
* Inventory items as you pack. This documentation can be helpful for insurance purposes in the future.
* Have valuables photographed and appraised value documented for insurance purposes in case of loss or damage.
* Make sure to properly label each box. This will save you time and reduce your stress when it is time to unpack.
* Fill out change of address form with U.S. Postal Service.
* Notify financial institutions (banks, credit card companies, stock brokers, insurance companies) of your new address.
* Give your new address to friends, relatives and business contacts.
* Contact public utility companies to terminate your existing services and have services turned on at your new home.
* Order or set transfer date for TV, Internet, Phone, Home Security and other services.
* Cancel or transfer any subscriptions (newspaper, magazine, etc.) or memberships you may currently have.
* Dispose of any toxic or flammable materials as these materials should not be packed and transported.
* Make travel arrangements for pets. Include immunizations, medications, licenses, veterinary records.

# 2 Weeks Prior to Moving

* Make personal travel and lodging arrangements if needed.
* Reconfirm all details with the moving company
* Order new checks with your new address.
* Back up your computer files and store in safe location.
* Arrange for child care and/or pet care on moving day.
* Have automobile serviced and tuned up.
* Transplant plants into lighter and non-breakable pots and check with USDA if crossing state lines.
* Donate or dispose of any remaining items that you are not planning on taking with you.

# One Week Prior to Moving

* Set aside anything you will be taking with you in the car.
* Pack suitcases with personal and clothing items you may need during the move.
* Set aside the boxes of things you may need immediately at your new residence so it will be easily accessible.
* Pack an emergency box. Include items like a flash light, extra batteries, small tools kit, first aid kit, etc.
* Drain gas and oil from mowers, snow blowers, power tools, weed trimmers, etc.
* Empty and defrost refrigerator and freezer at least 24 hours before moving day (make sure to empty out ice trays!)
* Settle any bills or accounts that you may have with local businesses.
* Obtain travelers checks, cash, and/or certified check to pay movers invoice when move is complete.

# Moving Day

* Pack valuables, personal papers, financial records, personal suitcases. and emergency box into car.
* Make sure you are present to supervise move and make sure any special instructions are carried out.
* Monitor inventory and sign off on packing paperwork when movers are finished.
* Make sure movers have correct address of your new residence and your phone number.
* Make sure all utilities are shut off (if appropriate), secure property, and make sure you don’t keep the keys.
* If property is left vacant, be sure to notify the local police and your insurance agent.

# Upon Arrival at Your New Home

* Make sure all utilities are turned on and there are no issues.
* Personally supervise the unloading. Carefully check inventory and inspect for damage before signing off.
* Install new locks at the property.
* Familiarize yourself with the area. Locate emergency and essential services like police, fire department, hospital, veterinarian, school, etc.
* Change auto registration, auto insurance, and driver’s license if needed.
* Breathe! You did it! Congratulations!