

# Moving Checklist

When you're dealing with a move, the purchase of a new home and potentially the sale of your current home at the same time, it's easy for things to slip through the cracks. I hope that the following checklist will help you with your preparations.

## **Two months before the Moving Day**

- Get estimates from a few different moving companies.
- Choose a moving company and book them for the moving day (and the day before if you're hiring them to pack your items).
- If you don't plan to use a moving company, choose a truck rental company and reserve a rental truck.
- Draw a floor plan of your new home and decide where you'll put your furniture and your appliances.
- Create an inventory of your household items and start to remove clutter (start with the basement, attic, garage, and other storage areas).
- Create a folder for all the paperwork related to the move (estimates, receipts, etc.).
- If necessary, hire and schedule contractors (painters, carpenters, roofers, etc.) to get your new home ready to move in.

## **Six weeks before the Moving Day**

- Pick up a change-of-address card from your local post office. Fill it out and send it in as soon as you know your new address. You can also visit their Web site at <http://moversguide.usps.com>.
- Make arrangements for storage if necessary.
- If you're moving valuables (antiques, artwork, etc.) you might want to get them appraised before the move.
- Start using up food items and cleaning supplies that you don't want to move.

## **Four weeks before the Moving Day**

- Contact your local utility companies and schedule the disconnection of all utility services at your old home, and the connection of them at your new home. Request a refund if you have any deposits with these companies.
- Obtain packing materials like cardboard boxes, marker pens (for labeling), rope, packing tape, newspapers and bubble wrap (to protect fragile items).
- Set aside a set of basic tools (hammer, screwdriver, etc.) and specialty tools (if needed to disassemble certain kinds of furniture)
- Start packing up items you won't need until after you arrive at your new home.
- Arrange for special transportation of your pets and plants if necessary.
- Plan your moving sale for the following week and set aside all items you'd like to sell.
- If you're renting: Give notice to your landlord. Usually you need to inform your landlord that you're vacating your rental at least 20 days before your next rent payment is due.

## **Three weeks before the Moving Day**

- Properly dispose of all items that cannot be moved, such as flammable liquids.
- Make child-care arrangements for moving day.
- Hold your moving sale.
- If you're renting an apartment: Arrange for the use of the elevator(s) in your building.

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## Two weeks before the Moving Day

- Donate or dispose of all items that you didn't sell at your moving sale.
- Clean out all closets and drawers.
- Notify all creditors of your move.
- Put together a file with information about your current home to leave for the new owner.
- Send change-of-address cards to everyone who will need to contact you (employer, service providers, insurance companies, etc.)
- Schedule professional cleaners to have your old home cleaned after your move (drapes, carpets, bathrooms, etc.)
- If you're renting: Schedule a walkthrough / move-out inspection with your landlord and arrange for your security deposit to be refunded after the walkthrough.
- Arrange for a locksmith to change the locks on all the doors in your new home.

## One day before the Moving Day

- Drain your power equipment of oil and gas and drain all water hoses.
- Find new homes for the plants that will not be moved.
- Defrost the refrigerator and freezer (prop the doors open).
- Pack up all of your belongings (or have the moving company pack them up for you)
- Disconnect and prepare the major appliances for the move.
- Set aside anything that you'll transport in your car and make sure it doesn't go on the truck.
- Pack a box of items that you'll need first at the new house and label it accordingly.
- Get cash to pay the movers unless you otherwise arranged for payment.
- Call the moving company to confirm the arrival time of your moving van/truck.
- Dismantle the beds and other large furniture.
- Label all the boxes and the furniture according to what room in the new home they'll go into. You might want to assign room numbers to the bedrooms to make the process easier.
- Put together a box with snack foods and drinks for the moving day.

## On the Moving Day

- If you're using a moving company, be sure that there's always someone at your old home to answer questions. You'll also want to be present when your belongings arrive at your new home and supervise the unloading and unpacking of your items.
- Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.
- Check your belongings carefully and note on the inventory paperwork any damaged items.
- Make a note all utility meter readings.

## Relocating from a Different City or State

- Arrange to have your kids' school records transferred.
- Subscribe to the paper in your new hometown to learn more about your new community.
- Ask your doctor or health plan provider for referrals, and obtain all medical records.
- Arrange for special transportation of your pets and plants if necessary.
- Make any travel plans and reservations necessary for your move.
- Check to see if you need any moving permits.

# Moving Checklist

## **Relocating from a Different City or State (Continued)**

- Have your car registrations transferred (if you're moving to another state).
- Service your car in preparation for the move. Check your antifreeze if you're moving to a colder climate.
- Collect your important records: Personal and family records (including medical and dental), veterinary and school records, legal and financial documents, birth certificates, passports and insurance documents.
- Return any borrowed items (including library books) and retrieve any loaned items.
- Cancel your current newspaper delivery.
- Transfer your prescriptions and be sure that you have an adequate supply of medications on hand.
- Pick up the laundry from your dry cleaner. Laundry tickets are easy to misplace, so ask for your things by name instead of receipts.
- Pack a travel kit: Put aside critical items like your checkbook, credit cards, personal phone book, ID, flashlight, keys, toiletries, tools, paper plates, cups, towels, travel alarm clock, aspirin, bandages and games for the kids.
- Pack a suitcase with clothing and other personal items.
- Transfer your bank accounts.
- Take your pets to a vet for immunization, if necessary.
- Close and empty your safe-deposit box.
- Settle any bills with local businesses.
- Confirm your travel reservations.
- Get cash for the trip and to pay the moving company (if applicable). On an interstate move, be prepared to pay the driver before your possessions are unloaded.