



> **Moving Checklist**

Relocating doesn't have to be stressful. That's why we've collected everything you'll need to do in the weeks leading up to your big move in one simple Moving Checklist. It's easy to use and covers many of the tasks millions of other transferees just like you have completed.

7 - 8 Weeks Before You Move

	Completed
Contact your employer to get information regarding the move process	<input type="checkbox"/>
Create a "move" folder to keep track of all important papers	<input type="checkbox"/>
Start to inventory every room in your current home and decide what will be moved	<input type="checkbox"/>
Will you have a garage sale, donate items to charity, or both?	<input type="checkbox"/>
Coordinate day-of garage sale and charity donations for remaining items	<input type="checkbox"/>
Obtain receipts for all items given to charity for income tax purposes	<input type="checkbox"/>
Notify landlord and schools of your move	<input type="checkbox"/>

Completed

- If professional movers are hired, let them pack all items
- Coordinate the moving of any pet(s)
- Contact insurance agent to transfer/cancel homeowner's insurance
- Start to compile all medical/dental records, prescriptions, inoculations, visas, passports, etc. and keep these records yourself; do not turn them over to the mover
- Ask medical providers for potential recommendations in the new location

5 - 6 Weeks Before You Move

Completed

- Prepare a list of valuables and plan on keeping them with you personally
- Prepare a list of friends, relatives, and businesses to notify of your move/change of address
- Consider a subscription to any newspapers in the new location
- Start to use up items you can't move: frozen foods, detergents, gas, cleaning supplies, etc.
- Cancel or transfer home services, such as landscaping, snow removal, etc.
- Start to consider the date you want to schedule the actual move and keep track of any related travel documentation
- Plan for any specific requirements related to the move, e.g., do you need to reserve an elevator, are there association restrictions as to move dates?
- Will you require storage at the new location?
- Will you require home improvements at the new location?

3 - 4 Weeks Before You Move

	Completed
Check with local utility companies to start/stop services	<input type="checkbox"/>
Cancel or transfer telephone numbers and services (including mobile)	<input type="checkbox"/>
Cancel or transfer cable/satellite TV and internet connections	<input type="checkbox"/>
Notify all magazines and newspapers of address change	<input type="checkbox"/>
Dry-clean clothes to be moved and put in protective wrapping	<input type="checkbox"/>
Service all power mowers, boats, snowmobiles, etc. that are to be moved; drain all gas/oil from machines	<input type="checkbox"/>
Remove valuables and store in a safety deposit box so they are not lost	<input type="checkbox"/>
File a change of address with the postal service	<input type="checkbox"/>
Have you returned rented books to the local library?	<input type="checkbox"/>
Plants will not be taken by movers; either give them away or make other arrangements to have them moved	<input type="checkbox"/>
Dispose of all flammables, corrosives, poisons, paint, etc.	<input type="checkbox"/>
Prepare documentation for transfer of vehicle registrations	<input type="checkbox"/>

1 - 2 Weeks Before You Move

	Completed
Transfer/close bank accounts; notify creditors of your move	<input type="checkbox"/>
Make back-up copies of important documentation; keep these records yourself, do not turn them over to the mover	<input type="checkbox"/>
Back-up your computer hard drive	<input type="checkbox"/>

Completed

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|---------------------------------------------------------------------------------|--------------------------|
| Plan meals for the last week to empty the refrigerator and freezer | <input type="checkbox"/> |
| Empty, defrost, and clean your refrigerator and freezer | <input type="checkbox"/> |
| Assemble a folder of important information for the new owner | <input type="checkbox"/> |
| Finish packing and designate some boxes as last load | <input type="checkbox"/> |
| Drain water lines and water bed, if applicable | <input type="checkbox"/> |
| Fill any prescriptions necessary for the next few weeks | <input type="checkbox"/> |
| Arrange child care during move | <input type="checkbox"/> |
| Do a final cleaning of the home, or, better yet, arrange a service | <input type="checkbox"/> |
| Keep all important documents in your possession: wills, stocks, passports, etc. | <input type="checkbox"/> |
| Pack a suitcase of items you'll need during the move | <input type="checkbox"/> |
| Alert your realtor or neighbors that the home will be vacant | <input type="checkbox"/> |
| Contact moving company to confirm dates of load, pickup, and delivery | <input type="checkbox"/> |
| Ensure your street is accessible on moving day | <input type="checkbox"/> |
| Review the checklist to ensure you have covered items so far | <input type="checkbox"/> |

Move-Out Day

Completed

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|----------------------------------------------------------------|--------------------------|
| Plan to be at the home the entire day to supervise movers | <input type="checkbox"/> |
| Caution movers on fragile and precious items; review insurance | <input type="checkbox"/> |
| Oversee the inventory as it is loaded | <input type="checkbox"/> |

Completed

- Read the bill of lading and inventory carefully before signing
- Double check the driver has proper delivery/contact info
- Check the entire house after movers leave for any remaining items
- Turn off lights and water main valve and lock all doors and windows
- Leave a note in the house with new address so any stray mail can be forwarded
- Make sure you personally take any and all records, photos, etc. that would be difficult to replace

Move-In Day

Completed

- Ensure the utilities have been connected
- Check appliances and systems to ensure working properly
- Verify mail has been transferred, and pick up any held mail
- Draw out a floorplan for placing your furniture
- Be present when your shipment arrives to coordinate
- Change all locks
- Ask realtor for recommended vendors, (painters, plumbers)
- Get a new driver's license and auto tags
- Contact the local paper for a subscription
- Register to vote