

Moving Checklist

One Month Ahead

Pick up a Change-of-Address Kit from the Post Office. Notify the address change with:

- Friends and family Banks Insurance companies Charge accounts
- Magazines & newspapers IRS Cancel local newspaper delivery
- Doctors Dentists Transfer drug prescriptions
- Past employer - for W2 forms Veterans notify your draft board or VA office

Take a look around the house. Start to think about what you don't want to take with you.

- Use up perishable foods Gather unwanted items to sell or donate

For full service moves:

- Get written estimates from several moving companies
- Discuss what the movers pack and what items they won't move
- Get appraisals of high-value items in case of future claims

For do it yourself moves:

- Make arrangements for truck rental and moving help
- Buy packing supplies:
- Boxes • Packing and masking tape • Markers • Newspapers • Twine

Packing hints:

Mark "Open First" clearly on boxes containing important items to be unpacked first:

- Dishes Pots and pans Alarm clock Bedding Special toys
- Towels Light bulbs Plates Tools - hammer, pliers, wrench
- Mark boxes clearly as to contents and room to be placed in

Make arrangements for picking up important records:

- Birth Medical Dental Legal Optometrist/optician
- School - make sure you get one with a raised seal Veterinarian
- Check if your will must be written before moving across state lines
- Other _____

Close out/transfer your bank accounts:

- Checking Savings Safe Deposit Box

Two Weeks Ahead

Pack your vital documents in one place:

- Passports Military records Mortgage records Marriage license
- Birth certificates Vehicle titles Stock certificates Insurance papers
- Bank records School records Medical records Tax records
- Other _____

Arrange to disconnect your utilities:

- Get refunds for any deposits made Have meters read Electric
- Gas Internet access Telephone Water Trash removal
- Cable/Dish - return any rented items
- Other _____

Arrange to connect or transfer utilities at your new residence:

- Cable/Dish Electric Gas Internet access Telephone Water

Transfer memberships:

- Church Clubs Civic organizations Other _____

Arrange services for day of moving:

- Cleaning A sitter watch your children on moving day
- Make travel arrangements for your pets and plants

Insurance & auto information:

- Inquire about your new state's auto licensing procedure and auto insurance rates
- Check with your Homeowner's insurance company about transferring coverage to your new home
- Purchase moving insurance for valuable antiques and collections

One Week Ahead

Dispose or drain any flammable items:

- Lawn mower gas Paint & paint thinners etc... Aerosol cans

Plan what goes in the car with you:

- Toys and games for kids Special breakable items or collections
- Toilet paper First aid kit Important documents and records
- Change of clothes and toiletries for your first day
- Vacuum & other cleaners - if you want to clean immediately
- Food kit (bottled water, breakfast bars & fruit)

The Day Before

- Clean stove Have payment/tips ready for the mover
- Defrost, clean and air out your refrigerator
- Purchase traveler's checks for other possible expenses
- Get a simple breakfast ready for the next morning
- Pick up ice & beverages for moving day
- Double check dishwasher, curtain rods, storage closets & cupboards for items

The Big Day

- Pack up bedding & put in car
- Show movers around & inventory your possessions to be moved with them
- Write "subject to further inspection for concealed loss or damage" on contract when signing to protect yourself should you find damage while unpacking.
- Leave keys, garage door openers and any necessary legal papers with your real estate agent
- Confirm address, phone number, directions and delivery date with moving driver
- Check all rooms one last time (closets, cabinets, basement, attic & garage)
- Make sure all windows and doors are locked

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