



Moving Checklist

When it comes to moving there are so many things to do that it's easy to forget a few. Here is a checklist that is easy to follow, simply check the box in each category upon completion. Once you've completed all of the categories your move should have gone as smoothly as possible.

30 to 15 Days before Moving

- Sell or give anything away you won't move. Plan a garage sale.
- Make a list of everything to be moved.
- Call several movers for estimates.
- Consider insurance on movables.
- Estimate packing cartons needed and purchase them.
- Gather and store dental, medical and pet's veterinary records. Ask for a professional referral for a new doctor, dentist and veterinarian.
- Pick up a Change of Address Moving pamphlet from the Post Office or change it online at www.usps.com.
- Send out change-of-address cards, especially to old and new neighbors.
- Contact children's school and have transcripts forwarded.
- Make travel plans by plotting itinerary.
- Ask your employer to forward your W-2 and other tax forms.
- For tax purposes, keep a record of all moving expenses and keep receipts of any items you donate to charity.
- Arrange for disconnection of utilities and re-connection at new location.
- If your car or other possessions are not fully paid for, notify your bank or lender you are moving.
- Notify your pastor, priest or rabbi, and inquire about a place of worship near your new home.

14 Days before Moving

- Pack one room at a time and label all boxes and furniture as to what's in them and in which room they should go.
- Make sure you return items you borrowed from friends and collect items you've loaned.
- Resign memberships to fitness center or health club.
- Check to see if your large appliances need to be prepared for moving.
- If your car is to be towed, arrange for a tow bar.
- Arrange the transfer of important documents and fine jewelry.
- Arrange farewell visits.

7 Days before Moving

- Arrange to cancellation of newspaper and other home deliveries.
- Send out clothes that need to be dry cleaned.
- Ask your bank to release safe deposit box and transfer account to new banks.
- Arrange for a sitter on moving day.
- Arrange for cash, travelers checks, or certified funds. (Movers usually require cash or certified funds.)
- Get tranquilizers for your pet if necessary for the long car ride if you are driving.
- Drain all gas from your lawn mower and dispose of any flammable items.
- The following items should not be packed: aerosol cans, paint cans, bleach, alcohol, cleaning fluids, ammunition, perishable food, perfume, nail polish remover or anything else that could leak.



Day before Moving

- Prepare a first aid kit for your trip. Include your daily medications.
- Pick up clothes from cleaners.
- Pack a suitcase you can live out of, if necessary, for the first three days in your new home.
- Empty refrigerator, clean and deodorize if necessary.
- If you live on a busy street arrange to have “No Parking” signs in front of your home so the moving van can park close.
- Remember to leave the keys to the old property with your realtor or landlord.

Moving Day

- Make final check to guarantee appliances are ready to be moved.
- Make sure you pay the movers and confirm arrival date and time.
- Give movers a number you can be reached at while in route.
- Before you leave, check all rooms, closets, and attic one final time.
- Check locks on doors and windows.

When You Arrive

- Be on hand for unloading and supervising placement of your furniture and boxes.
- Inventory everything and make note of damaged or missing items.
- Start newspaper and other deliveries.
- Arrange for a new safe deposit box.
- Revise your will if you moved out of state.
- Relax! Being organized has taken a lot of the worry out of your move.