



Moving Checklist

2 Months in Advance

- Contact and choose a moving or truck rental company. Get estimates and references from multiple companies – both for moving and storage (if you're not moving into a new home right away).
- Create a floor plan of your new home for furniture placement. Sell or donate unneeded pieces.
- Make a home inventory.
- Begin to remove clutter – start with the basement, attic and garage.
- Start a file of moving paperwork and expenses. These costs can be taken as tax credits and deductions.

Get copies of records:

- Kids: School
- Family: Medical, dental, legal records
- Pets: Veterinary
- Gather/organize important personal, family, and financial records/documents.

6 Weeks in Advance

- Schedule moving date/reserve truck.
- Complete change of address with post office: www.usps.com/umove/

Notify government offices of your move:

- City/County Tax Assessor
- State Vehicle Registration
- Social Security Administration
- State/Federal Tax Bureau
- Get antiques or valuables appraised.
- Order moving materials (if needed).
- Start to pack: seasonal clothing and other items not in immediate use.
- Clean out closets and drawers.
- Use up or give away food and supplies that cannot be moved.
- Hold a garage or moving sale.
- Give items away to charity.

4 Weeks in Advance

- Send new address to friends/family members.

Schedule disconnection of services old property/connection of services at new one:

- Utilities (electricity, water, gas, trash)
- Telephone
- Cable/Internet
- Cancel automatic bill pay set-up for any of the above services if you have it.
- Contact insurance companies to moving coverage and to transfer policies to new location/home.

File change of address with:

- Credit card companies
- Subscriptions
- Clubs
- Associations

Kids: Investigate and identify favorite activities in new locations

- Sports teams
- Music lessons
- Recreational classes

Medical Care: Research new medical professionals for you and your family

- Doctor
- Dentist
- Veterinarians
- Make travel arrangements for pets and make copies of their medical/immunization records (if needed).

Moving Checklist *(cont'd)*

2-3 Weeks in Advance

- Dispose of items that can't be moved (paints, cleaners, propane, flammables).
- Recycle electronics, plastics, metals papers, etc.
- Transfer automobile registration and drivers' license (if moving out of state).

Let current professional support services know that you're moving:

- Accountant
- Attorney
- Doctor
- Dentist
- Financial Planner
- Health Insurance Provider
- Insurance Agent
- Schools
- Bank/Credit Union
- Auto Finance company
- Home care service providers (gardener, cleaning service)
- Create a folder of important information about your house for the next home owner. Be sure to include your new address so that future residents can forward any mail.

1 Week in Advance

- If using a mover: Confirm dates and time of packing and moving.
- If moving yourself: Confirm moving truck.
- Find a new home for items that you're not taking with you.
- Confirm travel arrangements.

Pack a travel kit for you and your family members:

- Financial items: credit cards, cash, etc.
- Travel: Passports, birth certificates.
- Children: Toys, medications, books, clothing, car seat.
- Clothing/Personal Supplies: Items needed during the move period.
- Pay any final bills.
- Transfer safe deposit box contents to new branch.

Miscellaneous

- Install new batteries in smoke/carbon monoxide detectors.
- Re-Key your locks.
- Register to vote.

1 Day in Advance

- Final packing.
- Defrost freezer.
- Drain water hoses.
- Disconnect and prepare major appliances for move.
- Set aside items to travel with.
- Pack a box of items that will be needed first in your new home. Be sure to mark it "First Box/Load Last" on the box.
- Confirm arrival of movers/truck.
- Confirm hotel or temporary accommodation if needed.

Moving Day

- Kids/Pets: Drop off kids/pets at pre-arranged care site.
- Confirm bill of lading and inventory before signing.
- Do a final clean of your old home.
- Be sure to have someone at old home during move-out.
- Make a floor plan of where all furniture is going.
- Be available to answer any questions.
- Check boxes and belongings. Note any missing items or damage.
- Supervise loading and unloading.
- Be prepared to pay the mover and have cash on hand to tip workers.