



# Moving Checklist

***Planning and preparing down to the last few details will make your move easier. The following schedule will help keep you on track.***

## **8 WEEKS BEFORE THE MOVE**

- If you are using a professional mover, get estimates from different moving companies and choose the one that best suits your needs. If you are moving yourself, get estimates from truck rental companies. Be sure to reserve in advance.
- Draw a floor plan of your new house. This will help you decide what furniture stays and what furniture will go.
- Use up things that can't be moved - such as the food in your freezer and flammable household aerosol cleaning products.
- Ask your agent for a relocation package for your new location or contact the Chamber of Commerce in your new location and start gathering information about your new home town.

## **6 WEEKS BEFORE THE MOVE**

- Discuss costs, insurance, packing, loading, delivery, and the claims procedure with your mover.
- Inventory all of your possessions now. Determine what can be sold and what can be donated for a tax deduction to charity.
- Get copies of your records from doctors, dentists, lawyers, accountants, veterinarians, etc. Make arrangements to transfer your children's school records.
- Go to the post office and obtain a change of address kit and start filling out the cards. Don't forget about changing the address on magazine subscriptions, catalogs, creditors, etc.
- Find out from your accountant or the IRS about tax-deductible moving expenses. Make sure you keep accurate records.

## **4 WEEKS BEFORE THE MOVE**

- If you have contracted to have the mover do all the packing for you, arrange to have this task completed a day or two before loading the truck.
- If you need it, arrange for storage.
- Clean or repair furniture, curtains or carpet that need it.
- Hold a garage sale. Use the extra cash to splurge a little on your new place.
- If you are moving yourself, figure out how many boxes you'll need. Many truck rental companies will provide this service.

## **3 WEEKS BEFORE THE MOVE**

### ASSEMBLE PACKING MATERIALS

- |   |  |
|---|--|
| <input type="checkbox"/> Furniture pads | <input type="checkbox"/> Crumpled newspapers     |
| <input type="checkbox"/> Hand truck     | <input type="checkbox"/> Scissors                |
| <input type="checkbox"/> Dolly          | <input type="checkbox"/> Utility knife           |
| <input type="checkbox"/> Packing tape   | <input type="checkbox"/> Large self-stick labels |
| <input type="checkbox"/> Bubble wrap    | <input type="checkbox"/> Felt tip markers        |
- Boxes and more boxes
  - Begin packing items you don't need. Don't pack too much weight in an unreinforced box.
  - Arrange to cancel utilities and services at your old home and have them installed at your new home.
  - Make travel and hotel reservations.

## 2 WEEKS BEFORE THE MOVE

- Arrange to transfer all of your bank accounts to new branch locations.
- Make any special arrangements to move pets, such as purchasing airline reservations and traveling containers. Consult your veterinarian about how to make moving easier on your pet.
- Have your car checked and serviced for the trip. Make sure tires are in good shape and all fluids are at adequate levels.
- Cancel any direct deposit or automatic payment arrangements on bank accounts you are closing.
- Cancel delivery services.

## 1 WEEK BEFORE THE MOVE

- Transfer all medical prescriptions to a pharmacy in your new location.
- If you will need a baby-sitter, arrange for moving day service.
- Return library books and video tapes.

## 2 OR 3 DAYS BEFORE THE MOVE

- Defrost your refrigerator and freezer.
- Have the movers pack your shipment.
- Arrange to have cash, a certified check or money order ready to pay the driver on delivery day.
- Set aside valuables and legal documents to go with you, not on the moving van.
- Pack clothing and toiletries to go with you; take a day or two's extra clothes in case of a delay.
- Pack your first day handy items box (see "Delivery Day") to go with you.

## MOVING DAY

- Do it yourself movers should pick up truck early.
- Make a list of every item and box loaded onto the truck.
- Let the mover know where you can be reached.
- Before you sign it, read the bill of lading. Keep it in a safe place until your goods are delivered, charges are paid, and any claims settled.
- Check your old house to make sure you've turned off water and that appliances are turned off.
- Leave the keys and garage door openers inside.
- Lock up all doors and windows.
- Be on hand to answer questions and give directions to the mover.

## DELIVERY DAY

### ASSEMBLE FIRST DAY HANDY ITEMS

- |   |  |
|---|--|
| <input type="checkbox"/> Scissors                       | <input type="checkbox"/> Soap              |
| <input type="checkbox"/> Utility knife                  | <input type="checkbox"/> Pencils & paper   |
| <input type="checkbox"/> Coffee cups                    | <input type="checkbox"/> Local phone book  |
| <input type="checkbox"/> Tea kettle/coffee maker        | <input type="checkbox"/> Masking tape      |
| <input type="checkbox"/> Paper plates                   | <input type="checkbox"/> Bath towels       |
| <input type="checkbox"/> Toilet paper                   | <input type="checkbox"/> Trash bags        |
| <input type="checkbox"/> Instant coffee/tea/soft drinks | <input type="checkbox"/> Toiletries kit    |
| <input type="checkbox"/> Shelf liner                    | <input type="checkbox"/> Install new locks |
- Check off all boxes and items as they come off the truck.
  - Make sure the utilities are hooked up.
  - Unpack the kids' toys.

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