

Moving Checklist

6 Weeks before "Move Out Day"

- Begin thinking about the details of your move and add them to this list so you don't forget.
- Create a "Moving File" that is brightly colored with pockets to store all your important information, phone numbers, calendar with due dates and receipts.
- Contact the IRS to determine information on tax deductions for moving expenses and what records you need to retain for proper documentation.
- Contact your insurance agent to discuss transferring of fire, auto, and medical insurance.
- Organize your filing records and determine what medical information you should make easily accessible like prescription refills, dental, or optometrist.
- Contact any business that you have an affiliation with for information on transferring, ending, or selling your memberships.
- Pull aside any items that are difficult or impossible to replace such as wills, jewelry, stock certificates, etc. and keep them with you instead of packing them.
- Research your new community. Contact the Chamber of Commerce for information on new schools, gyms, maps, daycares, and so on.
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5 Weeks before "Move Out Day"

- Decide what you truly want to keep and toss or donate the rest. Adopt the rule: If you haven't used it in over a year, it's probably time to let it

go. Remember, more items equal more weight, which cost more to move.

- Began to organize your move. Make three columns and list: items you can move yourself, items to get rid of, and items for your movers to take.
- Contact your movers and give them a description of how many rooms you anticipate moving or by square footage of your home. Remember what you plan on getting rid of or moving yourself so you do not include that. Shop around to find licensed, bonded movers that can be available when you need them and book now. Reserve a moving truck for your usage. Don't wait until the last minute.

- Begin saving your newspapers and set them to the side to wrap knick-knacks in.

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4 Weeks before "Move Out Day"

- It is always a good idea to let your movers do most of the packing; however, if you have to do your own packing, it's time to start. Now that you've discarded the items that you no longer need you will need to purchase different size boxes, as well as bubble wrap, packing peanuts, tape, markers, and additional newspaper.
- Start packing in a room that has items that you do not use every day. Save the kitchen and main rooms for last.
- Involve your children in the moving process to make it more exciting for them. Let them pack up the toys that they can live without for awhile.

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3 Weeks before "Move Out Day"

- Make sure that you notify your movers if you added or subtracted items from their list or if there are any changes in the dates of your move.
- If you have younger children, getting a babysitter for a few hours will help you stay focused and make more headway.
- Decide if you will need to board any pets or have a friend watch them during the move and make arrangements.
- Plan on carrying your jewelry with you. If you've hidden any items around the house, make sure you account for them prior to leaving.
- Contact your local utility company and give them the cut-off date for you electric, gas, phone, cable, water, etc. for the **DAY AFTER YOUR MOVE**. You may need them on the day of your move. Transfer any services to your new address earlier as you may want to go in and update or make improvements prior to moving in.
- Return anything that you have borrowed from the library or friends and collect anything outstanding from the cleaners, accountants, friends, etc.
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2 Weeks before "Move Out Day"

- You should be more than halfway through your packing. Invite friends over to help you pack. Offer to provide pizza and drinks.
- Don't forget about any hidden areas in your home to pack up (attics, basements, closets).
- Plan on using up the perishable food items in your freezer and refrigerator. The less of this you have to move, the easier it will be and you will not have to worry about questionable food.
- Dispose of flammables such as fireworks, cleaning fluids, oil/gas, aerosol cans, matches, paint, ammunition, and poisons.

- Service your vehicle if you are going to be traveling a long distance.
- Clear out your safety deposit box. Call your bank to learn details about closing or transferring your accounts.
- Drain the oil and gas from your lawn mower and power tools before they are transported.
- Transfer all your current prescriptions to a pharmacy in you new community.
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1 Week before "Move Out Day"

- Tie up any loose ends. Go over your checklist to make sure you have not forgotten anything.
- Pack up your remaining rooms. Make sure to keep out only what you and your family will needs that will fit into a traveling bag.
- Double check rooms that have been packed up. Make sure you did not miss anything.
- Pack your suitcases for an extra day in case of an emergency and make travel arrangements for your family. Put a travel kit together with games, movies, snacks, drinks, etc.
- Empty, defrost, and clean out your freezer and refrigerator. Stock the bare minimum of food that you will need for the next week. Clean out your stove too and give it time to air out. Use baking soda to remove odors.
- Give your friends and family emergency phone numbers so they can reach you.
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"Move Out Day"

- Strip your beds and put in box you've set aside. Double check each room to make sure you have not forgotten anything. Check in closets, under stairwells, behind doors, under beds, between your mattress, etc.
- Keep your vacuum to the side with a couple of cleaning products, rags and mop/bucket. Once the movers have cleared everything out you will want to do a final cleaning.
- Be on hand when the movers arrive. It is important to give them a walk through, give direction on what goes in the truck; and what, if any, boxes and furniture that needs to be accessed easily after the move or while in storage.
- Be sure to be there to sign papers and if you cannot be there make sure there is an adult there who can sign the papers for you and answer any questions that may occur.
- Have directions ready for the movers with addresses and contact phone numbers in case they need to contact you. Discuss details such as delivery drop off times, access to your new home or storage unit (don't forget to give them your PIN# so they can open the gate and drive up to your unit.)
- It is your responsibility to make sure all of your items are loaded. Make sure to make on more final inspection before leaving.
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"Move In Day"

- Make sure the utilities have been connected and follow-up on any miscellaneous issues.
- Be sure you're there when the movers arrive. Review your floor plan beforehand and have a general knowledge of the layout of your items. Walk the movers through your new house so they know which rooms are which. Direct them to what room they should take items as they unload. Plan to stay around to sign papers and issue payment.

- If you did not board your pets, make sure they are not in the mover's way.
- Set the most important rooms up first. Then, stay focused on one room at a time.
- To prevent possible damage, allow your electronic equipment and major appliances to sit for 24 hours to adjust to room temperature.
- Try to recycle your moving boxes or donate them when possible.
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