

# Moving Checklist

## 8 WEEKS BEFORE

- Remove unnecessary items from your attic, basement, storage shed, etc.
- Use things you can't move, such as frozen foods and cleaning supplies.
- Secure a floor plan of your new residence and decide what household items you want to keep.
- Start a possessions inventory.
- Solicit estimates from at least three moving companies.
- Call your homeowners insurance agent to find out to what degree your move is covered.
- Create a file for documenting all moving papers and receipts.
- Arrange to transfer your children's school records.

## 6 WEEKS BEFORE

- Contact the IRS and/or your CPA for tax-deductible information.
- Evaluate your possessions inventory. Can you donate anything? Do you need it all?
- Notify your friends, relatives, professionals, creditors, subscriptions, etc.
- Begin the off-site storage process.
- Locate high-quality healthcare professionals and hospitals in your new location.
- Complete a change of address via post office cards or an online service for the following:
  - Banks
  - Charge cards
  - Religious organizations
  - Doctor/Dentist
  - Relatives and friends
  - Income tax bureau/Social Security Administration/Union
  - Insurance broker/Lawyer/CPA/Stockbroker
  - Magazines
  - Post Office

- Schools
- Clean your closets.
- Hold a moving/garage sale or donate items to charities.
- Choose a mover.
- Contact your mover to make arrangements and inquire about insurance coverage.
- If relocating due to a job, contact your employer to see what costs, if any, they will cover.

## 4 WEEKS BEFORE

- Send furniture, drapes and carpets for repair/cleaning as needed.
- Gather auto licensing and registration documents; medical, dental and school records; birth certificates; wills, deeds, stock, and other financial documentation, etc.
- Contact gas, electric, oil, water, telephone, cable TV, and trash collection companies for service disconnection/connection at your old and new addresses. Also ask for final readings.
- Request refunds on unused homeowners insurance, security deposit with landlord, and prepaid cable service.
- Notify your gardener, snow removal service, and pool service.
- Contact insurance companies (auto, homeowners, medical, and life) to arrange for coverage in your new home.

## 3 WEEKS BEFORE

- Make your travel plans.
- Arrange to close current bank accounts and open accounts in new locale (if necessary).
- Notify your state's motor vehicle bureau of your new address.
- Arrange for childcare on moving day.

## 2 WEEKS BEFORE

- Arrange special transport for your pets and plants.
- Service your car for the trip.
- Contact your moving company and review arrangements for your move.

## 1 WEEK BEFORE

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## 2-3 DAYS BEFORE

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## PACKING TIPS

- Pack room by room, labeling boxes by item and room.
- Pack heavy items in small boxes/light items in larger boxes. Wrap breakables in news-paper, paper towels or clothes; place them in dresser drawers, containers with lids, etc.
- Fill your washer/dryer with clothes and linens.
- Tape cords underneath all electrical appliances.
- Use rope or elastic to secure furniture—tape can cause damage.
- If you have children, let them be a part of the process by helping them pack their toys.
- Fill a box with moving-day essentials like paper plates, a coffee maker (and coffee), hand tools, extension cords, a bucket, rags, soap, and paper towels.
- Set aside a few days worth of clothes, food, and essentials needed before the movers arrive at your new home.
- Never pack combustibles, flammables, corrosive liquids (including household cleaners), jewelry, important papers or medicine.