**MOVING CHECKLIST**

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|[ ]  Create binder/folder for moving records (estimates, receipts, inventory lists, etc.) |
|[ ]  Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates |
|[ ]  See if your employer will provide moving expense benefits |
|[ ]  Research storage facilities if needed |
|[ ]  Schedule disconnection/connection of utilities at old and new place |
|[ ]  [ ] Phone [ ] Internet [ ] Cable [ ] Water [ ] Garbage [ ] Gas [ ] Electric |
|[ ]  Plan how you will move vehicles, plants, pets and valuables |
|[ ]  Plan how you will arrange furniture in the new place - use a floor plan or sketch |
|[ ]  Hold a garage sale, donate, sell, or trash unnecessary items |
|[ ]  Schedule transfer of records (medical, children in school, etc.) |
|[ ]  Get copies of any records needed (medical, dental, etc.) |
|[ ]  Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.) |
|[ ]  Make any home repairs that you have committed to making |
|[ ]  Return borrowed, checked-out and rented items |
|[ ]  Get things back that you have lent out |
|[ ]  Start using up food you have stored so there is less to move |
|[ ]  Finalize moving method and make necessary arrangements |
|[ ]  Begin packing non-essential items |
|[ ]  Label boxes by room and contents |
|[ ]  Separate valuable items to transport yourself - label as DO NOT MOVE |
|[ ]  Keep a box out for storing pieces, parts and essential tools that you will want |
|[ ]  to keep with you on move day - label as PARTS / DO NOT MOVE |
|[ ]  Create an inventory list of items and box contents, including serial numbers |
|[ ]  of major items - use this as an opportunity to update your home inventory |
|[ ]  Fill out a *Change of Address* form at a post office or online |
|[ ]  Provide important contacts with your new address: |
|[ ]  [ ] Employers [ ] Family & Friends [ ] Attorney [ ] Accountant [ ] Others |
|[ ]  Notify your insurance and credit card companies about change of address |
|[ ]  Cancel automated payment plans and local accounts/memberships if necessary |
|[ ]  Take your vehicle(s) in for a tune-up, especially if you are traveling very far |
|[ ]  Continue packing and clean as you go |
|[ ]  Pack items separately that you will need right away at your new place |
|[ ]  Plan to take the day off for moving day |
|[ ]  Find useful things for your children to do - involve them as much as possible |
|[ ]  Find someone to help watch small children on move day |
|[ ]  Begin to pack your suitcases with clothes and personal items for the trip |
|[ ]  Reconfirm your method of moving with those involved |
|[ ]  Make sure your prescriptions are filled |
|[ ]  Empty out your safe deposit box, secure those items for safe travel |
|[ ]  Schedule cancellation of services for your old place |
|[ ]  [ ] Newspaper [ ] Housecleaning [ ] Lawn [ ] Pool [ ] Water Delivery |
|[ ]  Check your furniture for damages - note damages on your inventory |
|[ ]  Take furniture apart if necessary (desks, shelves, etc.) |
|[ ]  Make sure all paperwork for the old and new place is complete |
|[ ]  If traveling far, notify credit card company to prevent automated deactivation |
|[ ]  Get rid of flammables such as paint, propane, and gasoline |
|[ ]  Try and use up perishable food |
|[ ]  Confirm all moving details and that you have necessary paperwork |
|[ ]  Make a schedule or action plan for the day of the move |
|[ ]  Plan when/how to pick up the truck (if rented) |
|[ ]  Prepare for the moving expenses (moving, food, lodging) |
|[ ]  Continue cleaning the house as you are packing |
|[ ]  Defrost your freezer and clean the fridge |
|[ ]  Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc) |
|[ ]  Pack a bag for water bottles, pen/paper, snacks, documents, and essentials |
|[ ]  Set aside boxes/items that you are moving yourself (make sure you'll have room) |
|[ ]  Remove bedding and take apart beds |
|[ ]  Go early to pick up the truck if you rented one |
|[ ]  Take movers/helpers through the house to inform them of what to do |
|[ ]  Walk through the empty place to check for things left behind - look behind doors |
|[ ]  Leave your contact info for new residents to forward mail |
|[ ]  Take inventory before movers leave, sign bill of lading |
|[ ]  Make sure your movers have the correct new address |
|[ ]  Lock the windows and doors, turn off the lights |
|[ ]  Use a padlock to lock up a rented truck |
|[ ]  *At your new place …* |
|[ ]  Verify utilities are working - especially power, water, heating, and cooling |
|[ ]  Perform an initial inspection, note all damages, take photographs if needed |
|[ ]  Clean the kitchen and vacuum as needed (especially where furniture will be going) |
|[ ]  Direct movers/helpers where to put things |
|[ ]  Offer drinks and snacks, especially if the helpers are volunteers |
|[ ]  Assemble beds with bedding |
|[ ]  Begin unpacking, starting with kitchen, bathroom, and other essentials |
|[ ]  Check for damages while unpacking - be aware of deadline for insurance claims |
|[ ]  Replace locks if necessary and make at least 2 copies of your new keys |
|[ ]  Confirm that mail is now arriving at your new address |
|[ ]  Make sure your previous utilities have been paid for and canceled |
|[ ]  Complete your change of address checklist |
|[ ]  [ ] Bank(s) [ ] Credit Cards [ ] IRS [ ] Loans [ ] Insurance [ ] Pension plans |
|[ ]  [ ] Attorney [ ] Accountant [ ] Physicians [ ] Family support |
|[ ]  [ ] Newspapers [ ] Magazines [ ] Licenses [ ] Memberships |
|[ ]  Schedule a time to get a local driving license and update vehicle registration |
|[ ]  Get local phonebooks and maps |
|[ ]  Find new doctors, dentists, etc. depending on your needs & insurance |
|[ ]  After you are moved in, update your home inventory, including photos of rooms |
|[ ]  Update your renters insurance or homeowners insurance if needed |