

## Moving Checklist and Planner

TIME BEFORE MOVE	MOVING TO DO LIST	ADDITIONAL NOTES
<p><b>2 MONTHS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If using a mover:</b> contact moving companies for estimates.</li> <li><input type="checkbox"/> <b>If moving yourself:</b> contact truck rental companies for estimates.</li> <li><input type="checkbox"/> Create a floor plan of new home for furniture placement. Sell or donate unneeded pieces.</li> <li><input type="checkbox"/> Make a home inventory. Begin to remove clutter. Start with basement, attic, and garage.</li> <li><input type="checkbox"/> Start a file of moving paperwork and expenses. Can be used for tax credits and claims.</li> <li><input type="checkbox"/> <b>For kids:</b> arrange to transfer school records.</li> <li><input type="checkbox"/> <b>For family:</b> arrange to transfer medical, dental, legal records. Ask for referrals.</li> <li><input type="checkbox"/> <b>For pets:</b> transfer veterinary records. Take pets for immunization, if necessary.</li> <li><input type="checkbox"/> Get your new home ready. Contact painters, carpenters, plumbers, locksmiths, roofers, etc.</li> <li><input type="checkbox"/> <b>Banking:</b> prepare to transfer financial and safety deposit box contents to new branch.</li> <li><input type="checkbox"/> Documents: be sure all personal, family, and financial records are accounted for:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth certificates, passports, insurance, medical, dental, legal, and academic records.</li> <li><input type="checkbox"/> Obtain missing documents from authorities.</li> <li><input type="checkbox"/></li> </ul> </li> <li><input type="checkbox"/> Choose a mover or truck rental company. Be sure to have references.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p><b>6 WEEKS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If using a mover:</b> schedule moving company.</li> <li><input type="checkbox"/> <b>If moving yourself:</b> reserve moving truck, ask friends to help or hire a moving team.</li> <li><input type="checkbox"/> Obtain and fill out post office change of address cards, or do online. Use mail forwarding.</li> <li><input type="checkbox"/> File change of address with Federal Government (IRS, Revenue Canada).</li> <li><input type="checkbox"/> Make arrangements for storage, if necessary.</li> <li><input type="checkbox"/> Get antiques or valuables appraised.</li> <li><input type="checkbox"/> <b>Order moving materials:</b> boxes, bubble wrap, packing tape, and other supplies.</li> <li><input type="checkbox"/> <b>Start to pack:</b> seasonal clothing, sports gear, and other items not in immediate use.</li> <li><input type="checkbox"/> Clean out closets and drawers.</li> <li><input type="checkbox"/> Use food and supplies which cannot be moved.</li> <li><input type="checkbox"/> Hold a garage or moving sale.</li> <li><input type="checkbox"/> Give items away to charity.</li> <li><input type="checkbox"/> Prepare antiques, collectables, and plants for extra special moving care (pianos).</li> <li><input type="checkbox"/> <b>For kids:</b> arrange for special travel arrangements, flights.</li> <li><input type="checkbox"/> <b>For pets:</b> arrange for special travel arrangements, flights.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>

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<p><b>4 WEEKS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify friends and family of new address. Send change of address cards.</li> <li><input type="checkbox"/> <b>Schedule disconnection:</b> of all utility services at old home, and connection at new home.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Telephone, cell phone, gas, electricity, water, cable, satellite, internet.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul> </li> <li><input type="checkbox"/> <b>Change address:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Banks, credit cards, magazines, employer, clubs, associations.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul> </li> <li><input type="checkbox"/> Contact insurance company for moving coverage and to transfer policy to new home.</li> <li><input type="checkbox"/> <b>Reserve elevators for move:</b> apartments/condos. See if moving permits are required.</li> <li><input type="checkbox"/> Hold a second moving sale. Donate to charity. <i>Yes, you still have too much stuff.</i></li> <li><input type="checkbox"/> Arrange for cleaning or repair of drapes, furniture, and carpet.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p><b>3 WEEKS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Properly dispose of items that cannot be moved (paints, cleaners, propane, flammables).</li> <li><input type="checkbox"/> <b>Recycle</b> electronics, plastics, metals, papers, etc.</li> <li><input type="checkbox"/> Prepare automobile and driver licensing and registration (if moving out of state or province).</li> <li><input type="checkbox"/> <b>For kids &amp; pets:</b> arrange child care or pet care for moving day.</li> <li><input type="checkbox"/> Start a file for new homeowner: (roof, maintenance, appliance manuals).</li> <li><input type="checkbox"/> Recycle electronics, plastics, metals, papers, etc.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p><b>2 WEEKS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If moving yourself:</b> Begin to pack bookshelves, kitchen, bedrooms, and bathroom.</li> <li><input type="checkbox"/> Prepare for sale or disposal of items not sold during garage or moving sales.</li> <li><input type="checkbox"/> Cancel newspapers.</li> <li><input type="checkbox"/> Notify all creditors of move.</li> <li><input type="checkbox"/> Service automobile before move.</li> <li><input type="checkbox"/> Return borrowed items (friends, library). Collect lent items (CDs, books, toys).</li> <li><input type="checkbox"/> Transfer prescriptions. Be sure to have enough medication on hand.</li> <li><input type="checkbox"/> Pick up laundry and dry cleaning.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>

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<p><b>1 WEEK</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If using a mover:</b> confirm date and time of packing and moving.</li> <li><input type="checkbox"/> <b>If moving yourself:</b> confirm moving truck. Confirm help with friends or moving team. Pack.</li> <li><input type="checkbox"/> Find a new home for plants or items that cannot be moved.</li> <li><input type="checkbox"/> Confirm travel arrangements.</li> <li><input type="checkbox"/> <b>Pack a travel kit.</b> Put aside critical items beforehand:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial: check book, credit cards, cash, traveler's checks, and foreign currency.</li> <li><input type="checkbox"/> Travel: passports, birth certificates, ID, keys, flashlight, tools, papers for movers.</li> <li><input type="checkbox"/> Baby Care: diapers, stroller, car seat, medications, clothing.</li> <li><input type="checkbox"/> Children: toys, medications, books, clothing.</li> <li><input type="checkbox"/> Kitchen: dishes, utensils, food.</li> <li><input type="checkbox"/> Personal: bedding, clothing, toiletries, medicine, bandages.</li> <li><input type="checkbox"/> Pack a Suitcase: have items on hand in case movers are delayed with belongings.</li> <li><input type="checkbox"/> Cell Phone: keep the charger handy.</li> </ul> </li> <li><input type="checkbox"/> Settle any bills with local businesses.</li> <li><input type="checkbox"/> <b>Banking:</b> transfer all financial and safe deposit box contents to new branch.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p><b>ONE DAY BEFORE</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>If using a mover:</b> let movers pack your belongings.</li> <li><input type="checkbox"/> <b>If moving yourself:</b> dismantle beds and large furniture. Continue packing items.</li> <li><input type="checkbox"/> Defrost refrigerator and freezer.</li> <li><input type="checkbox"/> Drain power equipment of oil and gas. Drain water hoses.</li> <li><input type="checkbox"/> Drain waterbed.</li> <li><input type="checkbox"/> Disconnect and prepare major appliances for move.</li> <li><input type="checkbox"/> Set aside items to travel with you (like a travel kit) to prevent it from being packed.</li> <li><input type="checkbox"/> Pack a box of items that will be needed first at new home. Mark "load last" on box.</li> <li><input type="checkbox"/> Confirm arrival time of moving van or truck.</li> <li><input type="checkbox"/> Confirm hotel or accommodation.</li> <li><input type="checkbox"/> Have several copies of directions to your new home printed out.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>

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<p><b>MOVING DAY</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>For kids &amp; pets:</b> Drop off kids &amp; pets at pre-arranged care site.</li> <li><input type="checkbox"/> Make note of all utility meter readings.</li> <li><input type="checkbox"/> Confirm bill of lading and inventory before signing. Keep forms in a safe place.</li> <li><input type="checkbox"/> Do a final clean up of old home. Be sure to leave toilet paper and paper towels. Karma.</li> <li><input type="checkbox"/> <b>If using a mover:</b> be sure someone is at the old house to answer questions.</li> <li><input type="checkbox"/> <b>If moving yourself:</b> be sure helping friends and family have lunch.</li> <li><input type="checkbox"/> Breathe. Moving is stressful.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p><b>DELIVERY DAY</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be available to answer any questions.</li> <li><input type="checkbox"/> Check boxes and belongings. Note on the inventory record any damage.</li> <li><input type="checkbox"/> Pay the truck driver, if applicable.</li> <li><input type="checkbox"/> Supervise loading and unloading of belongings. Direct placement of items.</li> <li><input type="checkbox"/> <b>If using a mover:</b> be prepared to pay the mover. Have cash on hand to tip.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p><b>ODDS &amp; ENDS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Install new batteries in smoke and carbon monoxide detectors in new home.</li> <li><input type="checkbox"/> Consider having your locks re-keyed.</li> <li><input type="checkbox"/> Register to vote.</li> <li><input type="checkbox"/> Start new newspaper subscription.</li> <li><input type="checkbox"/> <b>Contact new affiliations:</b> churches, places or worship, clubs, associations.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>