

Moving Checklist

Two months prior to Moving Day

- _____ If you will use a mover, get a few estimates from moving companies.
- _____ If you will move yourself, get costs from at least two truck rental companies.
- _____ Create a floor plan of your new home for furniture and appliance placement.
- _____ Make an inventory of your household goods and begin to remove clutter (start with the basement, attic, garage, and other storage areas).
- _____ Start a file for all your moving paperwork (estimates, receipts, etc.).
- _____ Arrange to transfer school records.
- _____ Choose a mover (or truck rental company).
- _____ Get your new home ready - Contact painters, carpenters, plumbers, roofers etc., so your home is ready when you arrive. Remember to change the locks on all the doors in your new home.
- _____ Visit Smoothmoves.com for tips on moving with children.

Six weeks prior to Moving Day

- _____ Obtain and fill out post office change-of-address cards.
- _____ Subscribe to the paper in your new hometown to learn more about your new community. Make arrangements for storage if necessary.
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- _____ Ask your doctor or health plan provider for referrals, and obtain all medical records.
- _____ Have antiques, pieces of art, and other valuables appraised.
- _____ Clean all closets and drawers.
- _____ Start using foods and cleaning supplies that cannot be moved.

Four weeks prior to Moving Day

- _____ Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the telephone company, request your refund.
- _____ If you are moving yourself, reserve a rental truck.
- _____ If you are packing yourself, obtain packing materials and start packing items you won't need until after you arrive at your new house.

- _____ Arrange for cleaning and repair of furniture, drapes, and carpeting.
- _____ Arrange for special transportation of your pets and plants if necessary.
- _____ Check with your insurance company to see how your possessions are covered during transit.
- _____ Make any travel plans necessary for your move.
- _____ Check to see if you need any moving permits.
- _____ Plan your moving sale. Remember to check with local authorities about restrictions.
- _____ Collect your important records -- Gather personal and family records, including medical and dental, veterinary and school records; legal and financial documents; birth certificates, passports and insurance documents.

Three weeks prior to Moving Day

- _____ Properly dispose of items that cannot be moved, such as flammable liquids.
- _____ Prepare auto registration for transfer (if moving to another state).
- _____ If you are moving in or out of an apartment, arrange for use of the elevator.
- _____ Make child-care arrangements for moving day.
- _____ Hold your moving sale.

Two weeks prior to Moving Day

- _____ Arrange for disposal of anything not sold at your moving sale.
- _____ Service your car in preparation for the move. If you're moving from a warm climate to a cold one, check your antifreeze.
- _____ Return any borrowed items (including library books) and retrieve any loaned items.
- _____ Cancel newspaper delivery.
- _____ Notify any creditors of your move.
- _____ Transfer prescriptions and be sure you have an adequate supply of medications on hand.
- _____ Assemble a file folder of information to leave for the new owner of your home.
- _____ Change your address - One week before your move, send change-of-address cards to everyone who will need to contact you.
- _____ Pick up laundry -- Laundry tickets are easy to misplace, so ask for your things by name and not just by the receipts you have.
- _____ Pack a travel kit: Put aside critical items like a checkbook, credit cards, personal phone book, ID, flashlight, keys, toiletries, tools, paper plates, cups, towels, travel alarm clock, aspirin, bandages and games for the kids. Also, pack a suitcase with clothing and other personal items.

One day prior to Moving Day

- _____ Transfer your bank accounts.
- _____ Take animals to vet for immunization, if necessary.
- _____ Close and empty your safe-deposit box.
- _____ Settle any bills with local businesses.
- _____ Drain power equipment of oil and gas. Drain water hoses.
- _____ Find new homes for plants that will not be moved.
- _____ Confirm any travel reservations.
- _____ Drain your waterbed.
- _____ Defrost refrigerator and freezer, propping doors open.
- _____ Let movers pack your belongings (unless it's a do-it-yourself move).
- _____ Disconnect and prepare major appliances for move.
- _____ Set aside anything that will travel in your car so it will not be loaded on the truck.
- _____ Pack a box of items that will be needed first at the new house. Clearly mark this box "Load Last.
- _____ Obtain cash or traveler's checks for the trip and to pay the movers.
- _____ Confirm arrival time of your moving van/truck.
- _____ If moving yourself, dismantle beds and other large furniture.

Moving Day

- _____ If using a mover, be sure someone is at the old house to answer questions.
- _____ Note all utility meter readings.
- _____ Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.

Delivery Day - Again, be on hand to answer any questions.

- _____ Check your belongings carefully and note on the inventory paperwork any damaged items.
- _____ On an interstate move, be prepared to pay the driver before your possessions are unloaded.
- _____ Supervise unloading and unpacking.
- _____ Be prepared to pay your mover with cash, certified check, or traveler's checks unless other arrangements have been made in advance.