

## Moving Checklist

There are so many things to think about when moving! Here's a comprehensive checklist to help you stay on track. Some of these items below may or may not apply.

### Two Months Before Moving

- Investigate moving options. Check rates and availability of all options. Get price quotes. If it's a company move, check with your employer to find out what moving expenses they cover.
- Create a "move file" to keep track of estimates, receipts and other important information.
- Check with the IRS to see what expenses can be deducted on your next tax return.
- Budget for moving expenses and start collecting estimates.
- Start pulling together medical and dental records - including prescriptions and shot records. Ask your existing doctors if they can refer you to a care provider in your new city.
- Arrange to have school records transferred to your children's new school district and/or daycare.
- Call your insurance agent to see what changes to expect in your policies. Ask if moving is covered and arrange for insurance for your new home.
- Contact member organizations you have joined. Ask how you can end, sell or transfer your membership.
- Inventory all household items to be moved.
- Make a list of friends, relatives and businesses who need to be notified of your move.
- Start working your way through each room taking inventory and deciding what to get rid of. Start planning a yard sale or contact your local charities.
- Plan to use up things that can't be moved, such as frozen foods, bleach and aerosol cleaners.
- Purchase collecting boxes and other packing supplies.

### One Month Before Moving

- Get an itemized list of all moving related costs and review with mover, including packing, loading, special charges, insurance, vehicles (if needed), etc.
- File a change of address. Use the online [U.S.P.S. form](#) and, with one stop, have all interested parties notified.
- Contact utility companies to disconnect, transfer or connect services. Be sure to check for refunds. This can also be done online.
- Call your newspaper courier, lawn services and others and set a date to cancel your subscription.
- Make sure all library books have been returned and that all dry cleaning or items out for repair have been picked up.
- Start packing items you don't use often. Also start disposing of the items you've designated for a yard sale, donation or the junk yard. If you donate, be sure to get a receipt for income tax purposes.
- Decide if you will keep your plants or give them away. Plants cannot be loaded with your other household goods.
- Dispose of flammables, corrosives and poisons.
- Have your automobile(s) serviced.

Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.

Confirm travel arrangements.

Confirm movers, truck rental reservations.

### **One to Three Weeks Before Moving**

Collect items from repairers, cleaners, lent to friends/relatives.

Return library books, borrowed or rented items.

Ensure you have sufficient prescription medication to cover the period of disruption.

Clear attic / basement.

If your mover is NOT performing, or making arrangements to dismantle waterbeds, satellite equipment, etc., or to remove light fittings or provide house cleaning services and dismantling of Satellite Equipment, be sure that you have.

If moving Internationally dispose of house plants as these may not be included.

Put to one side your "Move Day Survival Kit", all the things that you will need during the move process.

### **One Week Before Moving**

Finish packing and prepare an "essentials" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.

Drain gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.

Empty, defrost and clean your refrigerator at least 24 hours before moving day.

Prepare all appliances for loading.

Fill any necessary prescriptions, medications needed for the next two weeks.

If you're moving out of a building with elevators, arrange with management for use of elevators on move day.

Use extra care in securing your load. Make sure the truck is locked and not parked in a vulnerable location.

Prepare specific directions to your new home for your moving company (drivers), including your travel itinerary and emergency numbers.

Ensure all clothing is securely fastened on the hanger and that they are all facing the same way (when you plan to transport it on hangers in a clothing carton).

Make arrangements for your children to play at a friend's home or to be cared for by others on your moving day. This helps prevent them from being upset or in danger on move day.

Do NOT disconnect your telephone until the day after loading.

### **Your Moving Day**

Be sure to arrange to be present during the loading to ensure that when the removal crew arrives you escort them around the house confirming what is to be moved and any special instructions.

- Verify that everything has been packed and loaded for transportation; make a final check round with one of the crew, opening all cupboard doors and checking behind doors should avoid items being left behind.
- Verify and sign a packing inventory/list. You will be asked to check and sign it again at delivery.
- Before leaving, check to see that the property is secure, and all services turned off. All windows and doors should be closed and locked. Water, gas and electricity supplies Should be switched off. Keys for the residence together with any documents relating to the property or equipment remaining at the house are left at the nominated point.

### **After Arriving at New Home**

- Make sure you can be present at the unloading location to do all of this “in-reverse”.
- Locate essential services near your home: hospitals, police stations, veterinarian, fire stations, etc.
- Renew your driver's license, auto registration and tags.
- Shop around for new insurance policies, especially auto coverage.
- Revise your will and other legal papers to avoid longer probate and higher legal fees.
- Make sure you receive final bills for all prior services. It is a real problem to have an item end up on your credit report a year later due to a company's inability to send you their final bill.