

# MOVING CHECKLIST



## TWO MONTHS PRIOR TO MOVING DAY:

- If you plan to use a moving company, obtain a few estimates.
- If you are moving yourself, obtain estimates from 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 a file for all your moving paperwork (estimates, receipts, etc.)
- Arrange to transfer school records.
- Check to see if your will must be rewritten when moving across state lines
- Choose a mover or truck rental company.
- Get your new home ready – contact painters, carpenters, plumbers, roofers, etc., so your new home is ready when you arrive.
- Have locks on all doors in your new home changed.

## SIX WEEKS PRIOR TO MOVING DAY:

- Obtain and complete post office change of address cards.
- Subscribe to the newspaper in your new hometown to learn more about your new community.
- Make arrangements for storage if necessary.
- Contact your doctor and other health plan providers for referrals and obtain all medical records.
- Don't forget to check with your optometrist for your prescription, if applicable.
- Check with your vet to get your pets records and a letter of reference to a new vet. This can be helpful in letting the new vet know you paid your bills on a timely basis and that your pets were important family members.
- Have antiques, pieces of art, and other valuables appraised.
- Clean all closets and drawers.

## FOUR WEEKS PRIOR TO MOVING DAY:

- Schedule disconnection of all utility services at your old home as well as arranging connection at your new home. Be sure to disconnect the day after you leave and connect the day before you arrive.
- If you have "last month" deposits with services, i.e., 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 home.
- Arrange for cleaning and repair of furniture, drapes and carpeting.
- Arrange for special transportation for your pets and plants, if necessary.

#### FOUR WEEKS PRIOR TO MOVING DAY CONTINUED:

- 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, i.e. 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/garage 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.
- Return any borrowed items (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.
- Check with Agricultural Department of new state to see if they have any restrictions on plants.
- Assemble a file folder of information to leave for the new owner of your home.
- Change your address one week before your move.
- Pick up laundry.
- Pack a travel kit – Include 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 the vet for immunization, if necessary.
- Close and empty your safe deposit box.
- Settle any bills with local businesses.

## ONE DAY PRIOR TO MOVING DAY CONTINUED:

- Drain power equipment of oil and gas. Drain water hoses.
- Find new homes for plants that will not be moved.
- Confirm any travel reservations.
- Defrost refrigerator and freezer, propping doors open.
- Clean rugs or clothing before moving. Have them moving-wrapped.
- Let movers pack your belongings.
- 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.

## 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.
- Double check closets, drawers, shelves and attic to be sure you have everything.
- Leave old keys, garage door openers, instructional manuals, etc. with realtor or in the kitchen drawer.

## DELIVERY DAY:

- Be on hand to answer any questions.
- Check your belongings carefully and note on the inventory paperwork any damaged items.
- Supervise unloading and unpacking.
- Be prepared to pay your mover with cash, certified check or traveler's check unless other arrangements have been made in advance.
- Check on service of telephone, gas, electricity, water and garbage.
- Check with mailman for any mail he may be holding for your arrival.

## OTHER IMPORTANT THINGS TO DO:

- Apply for new driver's license with new address.
- Visit city offices and register for voting.
- Register car within 5 days after arrival.
- Register family in your new place of worship.
- Register children in school.
- Arrange for medical services: doctor, dentist, optometrist, vet, etc.
- Open new bank accounts and establish credit.