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Moving Checklist

Two Months Prior to Moving Day

- 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

Six Weeks Prior to Moving Day

- Obtain and fill out post office change-of-address card
- Subscribe to the paper in your new hometown to learn more about your new community
- Make arrangements for storage if necessary
- Ask your doctor or health plan provider for referrals, and obtain all medical records
- Clean all closets and drawers
- Use foods/cleansing supplies that cannot be moved.
- Create a floor plan of your new home for furniture and appliance placement

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 before you arrive. If you have “last month” deposits with services, such as the telephone company, request your refund
- If you are packing yourself, obtain packing materials and start packing items you won’t need until after you arrive at your new house. *See our Packing tips*
- 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
- 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

Three Weeks Prior to Moving Day

- Properly dispose of items that cannot be moved
- Prepare auto registration for transfer
- For apartment moves, arrange for use of an elevator
- Make child-care arrangements for moving day.
- Hold your moving sale

Two Weeks Prior to Moving Day

- Arrange disposal of anything not sold at moving sale
- Service your car for the move. If you’re moving from a warm climate to a cold one, check your antifreeze
- Return any borrowed items and retrieve loaned items
- Cancel newspaper delivery
- Transfer prescriptions and be sure you have an adequate supply of medications on hand
- Assemble a file to leave the new owner of your home
- Change address. One week before move, send change-of-address cards to anyone who will need one



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One Week Prior to Moving Day

- Confirm date and time with moving company
- Provide moving company with new telephone number
- Remove fragile and loose items from drawers
- Notify gas company to schedule disconnection of gas dryers and stoves
- Start moving uninsured and precious items (eg. plants, unpacked electronics, figurines, etc.)
- Drain gasoline from lawn mowers and snow blowers
- Pack a travel kit: Put aside critical items like a checkbook, credit cards, personal phone book, ID, flashlight, key, 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.
- Take animals to the vet for immunization, if necessary
- Settle any bills with local businesses
- Find new home for plants that will not be moved

One Day Prior to Moving Day

- 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 move with cash, certified check, or traveler's checks unless other arrangements have been made in advance. If paying cash, withdraw enough to cover the move (people often forget they have daily withdrawal limits on ATM's)

MOVING DAY

- Note all utility meter readings
- Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place

DELIVERY DAY

- Transfer your bank accounts
- Close and empty your safe deposit box
- Drain power equipment of oil/gas. Drain water hoses
- Confirm any travel reservations
- Defrost freezer, propping doors open
- Let movers pack your belongings
- Disconnect and prepare major appliances for move
- Set aside anything that will not travel in the truck(s)
- Pack a box of items that will be needed first at the new house. Clearly mark this box "Load Last"
- Obtain cash/traveler's checks for trip and pay movers
- Confirm arrival time of your moving van/truck

Moving Notes
