

Moving Checklist

Two Months Before Moving

- ☐ Sort through your belongings to reduce the number of things to move.
- ☐ Have a garage sale or donate items you no longer need.
- ☐ Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare. Call us for preferred companies possible and discounts available.
- ☐ Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
- ☐ If you're moving a long distance, make travel arrangements with the airline, hotel and rental car agency. If you're driving to your new home, plan your travel route.
- ☐ Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.
- ☐ Place your legal, medical, financial, and insurance records in a safe and accessible place.
- ☐ Purchase insurance coverage for valuables to be moved.

One Month Before Moving

- ☐ Start packing items that aren't regularly used such as off-season clothes, decorations and items in storage areas (garage, attic and closets).
- ☐ Make travel arrangements for your pets.
- ☐ If you're driving, have your car tuned up.
- ☐ Get medical records from your doctors, dentist, optometrist and veterinarian.
- ☐ Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- ☐ Back up important computer files.

Two Weeks Before Moving

- ☐ Contact your utility companies and notify them of your move.
- ☐ Sign up for services at your new address.
- ☐ Contact your long distance phone company and notify them of your move.
- ☐ Call friends and family and recruit help for the moving day.
- ☐ Confirm your travel reservations.
- ☐ Arrange to close or transfer your bank account, if appropriate. Pick up items in your safe deposit box.

Packing Tips to Make your Move a Little Easier

- ☐ Gather boxes in all sizes from friends, neighbors and stores.
- ☐ Collect cushioning material such as: bubble wrap, Styrofoam pellets, furniture pads, blankets, plastic

bags, tissue paper, newspaper and small towels to use as padding inside boxes.

- ☐ Create a “portable packing kit” with marking pens, a tape measure, packing tape, twine and scissors. Carry it with you as you pack up items around your home.
- ☐ Reinforce the bottom of boxes with extra tape for added strength.
- ☐ Label each box with the name of the room in your home where it should be placed.
- ☐ Number the boxes and keep a list of which boxes go in which room in your new home.
- ☐ Label boxes containing fragile items with large red lettering.
- ☐ Place china in plastic bags and stack plates upright on their sides, not flat.
- ☐ Pack your TV, stereo and computer in their original boxes whenever possible.
- ☐ Keep boxes to 50 lbs or less.
- ☐ Place heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don’t pack all your books into one box!)
- ☐ Don’t move flammable, combustible, corrosive or explosive items such as paint, gasoline and ammunition.
- ☐ Pack a bag of personal items you’ll need during the move (change of clothes, toiletries, medicine, maps, food and drinks). Keep this bag in an easy-to-find place when you pack.



One Week Before Moving

- ☐ Pick up items from the cleaners, repair shops or friends.
- ☐ Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- ☐ Finish packing all boxes except what you will need in the final week.
- ☐ Inform the post office of your upcoming move.

Send Change of Address Cards with Your New Address and Phone Number to:

- ☐ Friends and family.
- ☐ Banks, insurance companies, credit card companies and other financial institutions.
- ☐ Magazines and newspapers.
- ☐ Doctors, lawyers, accountants, agents and other service providers.
- ☐ State and federal tax authorities and other government agencies as needed.
- ☐ Workplace, schools, alma maters and place of worship.

The Day Before Moving

- ☐ Set aside moving materials such as tape measure, box cutter and rope.
- ☐ Pad corners and stairways of house.
- ☐ Lay down old sheets in the entry and hallways to protect floor coverings.
- ☐ Remove hanging fixtures which are not included in the sale of your home.





- ☐ If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- ☐ If you are flying, make sure you have tickets, charge cards, identification, etc.

Moving Day!!!

Carry with you...

- ☐ The keys to your new home.
- ☐ Address for closing and your home.
- ☐ The telephone number of the moving company.
- ☐ Cash or traveler's checks.
- ☐ Documentation related to the sale of your home.
- ☐ Your insurance policies and agent's phone number.
- ☐ Prescription and non-prescription medicines.
- ☐ Enough clothing to get by if the movers are delayed.
- ☐ Any items of great personal value to you which are irreplaceable.
- ☐ Back-up copies of important computer files.
- ☐ Sheets, pillows, towels and toiletries for the first night in your new home.
- ☐ Cleaning supplies which you will need before boxes are unpacked.

Arrival Day

- ☐ Show movers where to place furniture and boxes.
- ☐ Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.
- ☐ Unpack any valuable items, such as silver, art and jewelry upon arrival.