

# Moving Checklist



## 8 weeks before moving

- **Sort and Purge.** Donate or sell items you do not want to pay to move or do not want to use in your new home. If you plan to host a yard sale, set a date, and hold it as soon as possible.
- **Create a move file.** Designate one file to gather all the information regarding your move.
- **Get quotes.** Talk with moving companies, get estimates, and hire movers.
- **Records.** Gather school, veterinarian, medical, and dental records. Also, gather important legal and financial documents.
- **New Home Prep.** Hire workers: painters, carpenters, electricians, contractors, plumbers, etc.



## 6 weeks before moving

- **Packing.** Purchase packing supplies and begin packing items you will not be needing, labeling boxes with contents and the room the box needs to go in your new home.
- **Valuables.** Make decisions about what valuables you don't want the movers to move and how you want to move them yourself. If you decide there are valuables you want the movers to move, do not label the boxes with the contents, to avoid theft.
- **Use food and supplies.** Begin to use the food and supplies that cannot be moved.
- **Travel arrangements.** Make hotel reservations, flight arrangements, and special arrangements for kids/pets.



## 4 weeks before moving

- **Computer.** Back up your computer to an external hard drive or cloud storage.
- **Car Service.** Get your car serviced prior to moving. Check oil, tire pressure, fluids, and tune-ups.
- **Change of address.** You can complete a change of address request online at [USPS.gov](https://www.usps.gov) or at your local post office.
- **Contact utility companies.** Cancel, transfer, or set up new service.
  - Electric
  - Sewer
  - Water
  - Trash Collection
  - Gas
  - Cable/satellite, internet & landline
  - Security Company



## 2 weeks before moving

- **Current Home Information.** Assemble information regarding your current home for new home owners.
- **Repairs.** Ensure all required repairs have been completed.
- **Rugs.** Have area rugs cleaned and prepped for arrival in new home.
- **Storage.** Clear out or prepare for move of any off-site storage units. Secure storage in your new area, if needed. Clear out contents of safe-deposit boxes.
- **Cleaning.** Arrange for cleaning of current home once you have moved out.
- **Newspapers.** Cancel local newspapers and change address on national newspapers.
- **Confirm movers.** Confirm all dates and times with the movers.
- **Work.** Arrange for time off from work for the days you will need to complete the move.
- **Notify important parties of move.**
  - Banks
  - Health Clubs
  - Credit card companies
  - Pharmacy
  - Subscription services
  - Friends and family



## 1 week before moving

- **Meds.** Fill/refill any prescriptions you will need for a month. Arrange for prescriptions to be transferred to your new pharmacy.
- **Pack.** Pack for travel to new home including:
  - Clothes for travel
  - Clothes for move in day
  - Pajamas
  - Essential Toiletries
  - Phone and Charger
  - Anything for the kids to make the transition easier
  - Purse
  - Checkbook/Credit Cards
  - Medications
  - Jewelry
  - Important Documents (Birth Certificates, Marriage Certificates, Passports)
- **Pack a “Day One” box.** This box should contain any essentials for the first day or two in your new home.

✓ Toilet Paper	✓ Pet Food
✓ Paper Towels	✓ Trash Bags
✓ Soap	✓ Flashlight
✓ Snacks/Water	✓ Scissors or Box Cutter
✓ Paper Plates/Plastic Utensils	✓ All-Purpose Cleaning Spray
✓ Shower Curtain Liner and Hooks	✓ Shampoo and Conditioner
- **Prepare a moving day box.** Include in this box:
  - Flathead Screwdriver
  - Tape Measure
  - Phillips Head Screwdriver
  - Markers
  - Set of Allen Wrenches
  - Painters Tape
  - Clear Packing Tape
  - Moving Documents
- **Confirm movers again.** Secure a cell phone number for the driver of the moving truck. Confirm arrival time. Prepare written directions to new home and have them printed out. Also confirm how much will be due on moving day and what forms of payment are accepted.
- **Trash/Donate.** Get rid of anything you know can't be moved – aerosols, flammables, paint, matches, and chemicals of any kind. Also, donate food and plants you do not want to pay to move.
- **Disassemble.** Moving your refrigerator? Empty and defrost it. Moving lawn equipment? Drain the gas and oil from it.
- **Child and Pet Care.** Arrange for children and pets to be cared for on moving day.
- **Cleaning at New Home.** Confirm your new home will be move in ready.



## Moving Out Day

- **Personal Items.** Make sure all personal/valuable items are out of the way so they are not mistakenly loaded onto the truck.
- **Person in charge.** Have one person available to be the point of contact for the movers and available for questions.
- **Mover care.** Provide water, snacks, and lunch for movers.
- **Cleaning.** Confirm house cleaners will arrive on scheduled day and time.
- **Final walk-through.** Turn out lights, lock windows and doors, turn off ceiling fans. Check for anything left behind.



## Moving In Day

- **Person in charge.** Assign one person to be available for the movers to ask questions and direct furniture and belongings to the appropriate rooms.
- **Label.** Label each room so the movers know what room you are directing them to.
- **Quick clean.** It is advisable to wipe down counters, toilets, mop floors and vacuum before any furniture is set down.
- **Mover care.** Provide water, snacks, and lunch for movers. Sign required paperwork from movers, making note of any damage or missing items. Also, be prepared to tip movers if job is well done.



Welcome Home!

