



Moving Day Checklist

6 Weeks Before:

- Change address at post office (effective on moving day).
- Keep a list of needed address changes, marking off as you notify. Change magazines and other computer addressed mail now.
- Start a file of vital papers and reminders (accordion file or 3-ring binder)
- Get estimates from moving companies or truck rentals.
- Remember that peak moving season is June through September.



5 Weeks Before:

- Select moving company, confirm moving date, and decide who will pack you - professionals or yourself. Paid packers generally come the day before moving day.
- Start sorting. Decide what to move, sell, give away, or discard. Trim down as much as possible.
- Sketch floor plan of new home and decide furniture placement.
- Inventory your possessions, with value and year of purchase, if possible. Photo or video records are ideal.
- Start “do-it-yourself” packing - seldom used dishes, glassware, books, off-season clothing, workshop, garage, garden tools, hobby equipment. Establish a staging area for packed cartons in extra room or garage.

4 Weeks Before:

- Get W-2 forms from employer and make sure they have your new address.
- Talk with veterinarian about moving pets and get records. Allow extra time for waiting periods between shots, if necessary. Check airline restrictions if travelling by air.
- Take care of legal contracts, with the help of an attorney or accountant, if necessary. Include:
 - Credit cards, bank accounts, charge accounts, and safe deposit boxes.
 - Utilities and telephone services.
 - Make arrangements to move memberships in social, athletic, and religious organizations.
 - Insurance: homeowners, automobile, medical, life, and disability.
 - Employment agreements.
 - Wills, trusts, and other legal financial matters.
 - Leased products and services.

3 Weeks Before:

- Arrange for children’s medical and dental records, birth certificates, and school transcripts. Ask for medical or dental referrals in your new city.
- Fill prescriptions and get copies from your doctors or optometrist.
- Drop off any dry cleaning (remember to pick it up!)
- Pick up anything being serviced or repaired.

2 Weeks Before:

- Check your address change list to be sure everyone has been notified.
- Make reservations to have your car serviced for the trip.
- Collect children’s games and activities for the trip.
- Have major appliances serviced for the move, if needed.
- Start “do-it-yourself” packing of often used items.
- Plan farewell parties and visits this week.



Moving Day Checklist

1 Week Before:

- Return borrowed items such as library books and collect any items you have loaned out.
- Cancel newspaper delivery (effective on moving day).
- Plan meals and snacks to minimize shopping and use up food you have on hand. Have quick-fix foods ready for moving day or plan to eat out/order in.
- Consider having young children to a friend's house or babysitter for moving day.
- Plan to secure pets or have them go to a friend's house or kennel for moving day.
- Arrange to have utilities turned on in the new location on estimated move-in date.
- Pack everything in the kitchen you can do without until you unpack at new home.

1 Day Before:

- Empty and clean refrigerator. Leave the door open to dry well.
- Make arrangements to pay movers.
- Pack suitcases with personal belongings to use until arrival at new home.
- Pack remaining kitchen items.
- Pack a box of "essentials" - coffee pot, toiletries, canned or dry food, can opener, light bulbs, trash bags, sauce pan, etc.) These items are to be loaded last and unloaded first.
- Load the car, if you are driving. Pack picnic food if desired.

MOVING DAY!!!

- Strip beds.
- Load last minute items in car.
- Be available for questions or suggestions from movers. Mark boxes clearly for room placement in the new house. Provide them with directions and your contact information if needed en route.
- Check all rooms, cupboards, closets, drawers, dishwasher, washer, and dryer. Empty garbage.
- Leave appliance manuals, neighbor names, service companies, drawing of things in the yard that don't show, such as bulbs or pipes. Leave your address with new owner for forwarding stray items.
- Say goodbye to the house with a final check. Lock up. Leave the keys and garage door opener (if directed).
- And you're OFF!

Moving in:

- Be at the new home a day ahead of movers to be sure utilities are connected and plan for placement of furnishings.
- As movers unload, direct the placement of furnishings. Give them a floor plan sketch.
- Check each ten items off the inventory sheet.
- Check exterior of cartons for damage before signing the receipt.
- Celebrate!!!** Go out for dinner or order in. You've earned it!



Extra
tip!!

Your furniture and boxes have been dropped in every room. *Now what?* Unpack one room at a time, starting with the kitchen. Next bathrooms, kids's bedrooms, master bedroom, then your office area (at least a desk). Get to secondary rooms later, as you can.