Moving Checklist

3 Weeks Prior to Move:
___Hold a garage sale to rid yourself of unwanted items.
___Donate unwanted clothing or household goods to charity.
___Use up canned goods, frozen foods or any other household items.
___Review your relocation package and determine what will/what will not be paid by your company.
___Log all moving expense receipts (some may be tax deductible).
___Get written estimates from moving companies, while checking the limits of insurance they offer.

Prior to Moving Day:
___Confirm with your employer to be off on moving day.
___Purchase necessary supplies: packing tape, bubble wrap, furniture pads and boxes!
___Drain fuel from any machinery (i.e. power mower).
___Pack ‘Open First’ boxes for each room - containing everything you'll need for the first few days in your new home.
___Finish taking apart furniture that needs disassembled.
___Check that all paperwork related to your house sale/purchase is complete.
___Close bank accounts, if necessary.
___Finish all major packing.
___Pack up all computer and electrical equipment.
___Clearly label or mark all packed boxes.
___Clean as you go.
___Make sure all documents related to your move are easily accessible.
___Check in with the movers and confirm the start time of your move.
___Have measurements taken of the rooms in your new place to determine where everything will go.

Don’t Forget to:
___Defrost freezer/refrigerator. Place charcoal to dispel odors.
___Have appliances serviced for moving.
___Plan special care needs to infants, children, seniors or pets.
___Clean out club, gym, lockers, etc.; pick up all dry cleaning.
___Double check all closets, cabinets and rooms to make sure nothing is left behind.
___Finish taking apart furniture that needs disassembled.
___Take out garbage. Lock windows.
___Leave keys and garage door openers needed by new owner(s).
___Leave a note with all your contact information for new owner(s).

On Moving Day, Don’t Forget:
___Before loading items, check truck/trailer for any leaks, cracks or other signs of wear.
___Try to first load items you need the least. Load ‘Open First’ boxes last.
___Carry currency, jewelry, and documents yourself or use registered mail.
___Check thermostat and make sure thermostat is set appropriately.

At New Home:
___Be on hand to accept delivery. If you cannot be there personally, be sure to authorize someone to do so.
___Place a floor plan of your new home by the entrance to help movers determine where each piece of furniture should go.
___Give the kids a job to do - let them start on their rooms.
___Supervise moving crew on location of furniture and boxes.
___Begin unpacking necessary basics first; such as kitchen utensils, toiletries, etc.
___Check to make sure all utilities are on and working properly.

Send Change of Address to:
___Alumni Association(s)
___Attorneys
___Banks (auto loans, checking accounts, credit cards, home equity, mortgage safety deposit box, savings account)
___Cell Phone Provider
___Child Care/Daycare
___City/County Tax Assessor
___Credit Bureaus
___Credit Card Issuers
___Department of Motor Vehicles
___Dry Cleaning Pick-Up and Delivery
___Employer
___Family Members
___Health Clubs
___Health: medical, dental, prescription histories. Ask doctor and dentist for referrals, transfer needed prescriptions, x-rays.
___House cleaning service and lawn care.
___Insurance coverage: life, health, fire, and auto.
___Magazine and newspaper subscriptions
___New business cards
___Passport
___Pet sitter/dog walker/pet day care
___Post Office (give forwarding notice)
___Professional Organizations
___Retirement plan holders
___Schools/Parent-teacher association (ask for copies or transfer records)
___Social Security Administration
___State/Federal Tax Bureaus and accountant/tax preparer
___Swimming pool maintenance/memberships
___Utility companies: gas, light, water, telephone, fuel and cable
___Veterinarian (pet licenses, vaccinations tags, etc)
___Veterans Administration