



MOVING CHECKLIST

MOVE DATE:

2 MONTHS BEFORE

- INTERVIEW 3 MOVING/TRUCK COMPANIES
- PURGE ROOM-BY-ROOM: DISPOSE, STORE OR DONATE UNUSED ITEMS
- CREATE FOLDER/BINDER FOR CHECKLIST, QUOTES, RECEIPTS. FOR QUICK ACCESS, CREATE AN ELECTRONIC FILE TO STORE DOCUMENTS.
- HAVE AN APPRAISAL DONE ON VALUABLES
- CONTACT INSURANCE AGENT TO TRANSFER POLICIES AND DISCUSS IN-TRANSIT AND STORAGE INSURANCE
- RESEARCH NEW SCHOOLS, DOCTORS & DENTISTS
- RESEARCH STORAGE OPTIONS (SHORT TERM OR LONG TERM)

6 WEEKS BEFORE

- START PACKING
 - START WITH OFF-SEASON & LESS-USED ITEMS
 - LABEL ALL BOXES WITH THE FUTURE ROOM NAME TO HELP DIRECT MOVERS
 - MARK BOXES YOU NEED IMMEDIATELY WITH A BIG STAR
 - KEEP A SEPARATE BOX FOR VALUABLES & IMPORTANT DOCUMENTS TO MOVE YOURSELF
 - PUT ITEMS YOU'RE UNSURE YOU'LL KEEP IN SHORT TERM STORAGE
 - LABEL FRAGILE ITEMS WITH BRIGHT STICKERS TO ALERT MOVERS
- SCHEDULE MOVING/TRUCK COMPANY
- PURCHASE PACKING SUPPLIES SUCH AS BOXES, TAPE, BUBBLE WRAP & PACKING PAPER
- MEASURE ROOMS & WINDOWS IN NEW HOME TO DETERMINE WHAT WILL FIT; BUY WINDOW TREATMENTS AS NEEDED

1 MONTH BEFORE

- USE AS MANY GROCERIES AS POSSIBLE - BUY ONLY WHAT YOU NEED
- BEGIN CANCELLING/TRANSFERRING SERVICES TO YOUR NEW HOME
 - ELECTRIC
 - GAS
 - CABLE/SATELLITE
 - INTERNET
 - PHONE
 - WATER SOFTENER
 - TRASH
 - LAWN/SNOW SERVICE
 - CLEANING SERVICE
 - NEWSPAPER/MAGAZINE
 - MEMBERSHIPS
- SELECT SCHOOL, DOCTOR, DENTIST - TRANSFER RECORDS
- IDENTIFY NEW BANK OR BANK BRANCH
- FILE CHANGE OF ADDRESS
 - USPS.COM
 - CREDIT CARDS
 - CELL PHONE
 - DEPT OF MOTOR VEHICLES
 - MAGAZINES
 - BANK
 - GYM MEMBERSHIP
- TAKE MOVING DAY OFF FROM WORK
- MAKE MOVING DAY ARRANGEMENTS FOR KIDS & PETS
- SELECT AND SECURE STORAGE UNIT

2 WEEKS BEFORE

- KEEP ON PACKING - ASK FOR HELP FROM FRIENDS & FAMILY
- CONFIRM DETAILS WITH MOVING/TRUCK COMPANY & SECURE MOVING INSURANCE
- EMAIL FRIENDS/FAMILY A MOVING ANNOUNCEMENT WITH YOUR NEW ADDRESS
- DROP OFF OR ARRANGE FOR LOCAL CHARITY PICK UP OF DONATIONS
- PROPERLY DISPOSE OF HAZARDOUS & ELECTRONIC
- ORDER DUMPSTER FOR OVERSIZED OR LARGE QUANTITIES OF DISPOSALS

1 WEEK BEFORE

- FINISH PACKING! KEEP A FEW EMPTY BOXES ON HAND FOR LAST MINUTE ITEMS YOU'LL NEED UNTIL MOVING DAY
- CLEAN EMPTIED ROOMS, CLOSETS, CABINETS, WALLS AND FLOORS
- CREATE A PACKET OF INFORMATION FOR THE NEW HOMEOWNER (WARRANTIES, MECHANICAL SYSTEMS, APPLIANCES, MANUALS, VENDORS)
- PACK A SUITCASE FOR EACH FAMILY MEMBER FOR USE THE LAST FEW DAYS IN THE OLD HOUSE AND THE FIRST FEW DAYS IN THE NEW HOUSE
- FILL A COOLER WITH WATER AND SNACKS FOR MOVING DAY
- TRANSPORT ANY LINGERING ITEMS TO BE STORED TO YOUR STORAGE UNIT
- PULL TOGETHER A MOVING DAY SURVIVAL KIT WITH ITEMS YOU'LL NEED IMMEDIATELY WHEN YOU ARRIVE AT YOUR NEW HOME
 - TOILET PAPER
 - BEDDING
 - TOWELS
 - TOILETRIES
 - DISHES/CUPS/UTENSILS

IT'S MOVING DAY!

- LABEL ROOMS IN NEW HOUSE WITH POST-IT NOTES OR BLUE TAPE TO DIRECT MOVERS TO THE RIGHT ROOM FOR BOX PLACEMENT
- ENSURE ALL BOXES ARE ACCOUNTED FOR AND LAND IN THE RIGHT ROOMS IN YOUR NEW HOME
- CAREFULLY CHECK THE INVENTORY AND BILL OF LADING FOR MOVED AND SHIPPED ITEMS
- START UNPACKING AND ENJOY YOUR NEW HOME!

USE THE FOLLOWING PAGE FOR IMPORTANT NOTES, DATES & NUMBERS



NOTES:

NAMES/NUMBERS:

IMPORTANT DATES: