



MOVING CHECKLIST

MOVING CAN BE EASY! JUST BE ORGANIZED!

Use this checklist to avoid missing important details

Two weeks before moving

- Contact your utility companies and notify them of your move.
- Sign up for services at your new address. (Cable, Internet, Satellite, Phone etc.)
- Arrange for care of infants and/or pets if needed during the 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 you're your safety deposit box.

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 minus what you'll need in the final week.
- Inform the post office of your upcoming move.
- Obtain school records for your children
- Check to see if your will must be rewritten when moving across state lines (if applicable)
- 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 (Subscriptions may need 6-8 wks notice)
 - Doctor, Dentist, Optometrist, Lawyer, Accountant, Realtor, and other professional service providers (transfer or order any prescription refills needed ahead of time)
 - State and federal tax authorities and any other government agencies as needed (VA or draft office)
 - Workplace, schools, and alma maters

The day before

- Set aside moving materials, such as tape measure, marker, pocketknife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- Defrost freezer and clean refrigerator (baking soda or charcoal to dispel odors), clean oven (or run self-clean).
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- If you are driving, check oil, tire pressure, and gas in your car.
- If you are flying, make sure you have tickets, charge cards and other essentials.

Moving Day

- Carry with you:
- The keys to your new home.
- A map of your new town and directions to 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.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels and personal hygiene items for the first night in your new home.
- Leave old keys, garage door openers, broiler pans, landscape/house plans and instructional manuals needed by new owner with Realtor, on kitchen counter, or in kitchen drawer.

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.
- Inform the post office of your upcoming move.
- Check pilot light on stove, water heater, fireplace, furnace (anywhere applicable.)
- Check on service of telephone, gas, electricity, water & garbage.
- Have new address recorded on drivers license.
- Visit city offices and register for voting.
- Register car within 5 days after arrival; in state or a penalty may have to be paid when getting new license plates.
- Apply for new state drivers license (if applicable)
- Register family in you new place of worship
- Register children in new school
- Arrange for new medical services: Doctor, Dentist, Optometrist, Vet, etc.
- Open new checking account, transfer funds, order new checks etc.
- Set up any auto bill pay services with new accounts
- Notify insurance company of new coverages: Life, Health, Fire, Auto

Additional Personal Reminders

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