SEVERAL MONTHS PRIOR TO MOVE

MOVING CHECKLIST

- ___ Obtain written estimates from moving companies and confirm insurance limits and replacement costs. Verify business practices with the Department of Transportation and Better Business Bureau.
- ___ Take inventory of possessions to determine if anything can be sold or donated.
- ___ Plan a garage sale.
- ___ Begin to use up supplies and buy only what will be used before moving.
- ___ Return borrowed items and collect things you may have loaned.
- ___ Confirm day off plans with employer.
- ___ Review relocation package if you have one and determine which expenses will be paid by your employer.
- ___ Begin collecting boxes and packing supplies.
- ___ Make arrangements for storage if necessary.
- ___ Keep a list of moving expense receipts (some may be tax deductible).
- ___ Inquire about any refundable deposits.
- ___ Verify service connection dates with new utility company.
- ___ Ask doctor and dentist for referrals.
- ___ Contact schools, doctors, attorneys and accountants and obtain copies of personal records or request forwarding.
- ___ Arrange transportation for pets and plants.
- ___ Contact insurance companies to arrange coverage in your new home.
- ___ Arrange for transportation of autos if necessary.

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SEVERAL WEEKS PRIOR TO MOVE

MOVING CHECKLIST

- ___ Properly dispose of all flammable liquids and drain fuel from your mowers and other machinery.
- ___ Request the gas company to disconnect gas appliances on a certain date.
- ___ Change your address with effective date of move with service providers (post office, IRS, banks, utility companies, cell phone providers, child care/daycare /schools, city/county tax assessor, Department of Motor Vehicles, dry cleaning pick-up and delivery, health clubs, health care providers and pharmacies, vets, and alumni and professional associations).
- ___ Notify family and friends of new address.
- ___ Label and pack "Open First" Boxes. For each room you pack, set aside one box that contains everything you'll need the first few days in your new home.
- ___ Take apart furniture that needs to be disassembled.
- ___ Clean rugs and have them ready for move.
- ___ Check that all the paperwork related to your house sale/purchase is complete.
- ___ Close bank and other accounts if necessary.
- ___ Finish major packing and confirm all boxes are clearly labeled.
- ___ Pack up your computer and electrical equipment. Write down serial numbers.
- ___ Take measurements of the room in your new place and make map of where everything will go.
- ___ Check in with the moving company to confirm details of move.
- ___ A few days before the move, defrost refrigerator and freezer.
- ___ Have cash ready to tip movers.

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MOVING DAY

MOVING CHECKLIST

- ___ Load first items you need the least, and load "Open First" boxes last.
- ___ Carry currency, jewelry, and documents with you.
- ___ Check thermostat and make sure temperature is set appropriately.
- ___ Check all closets, cabinets and rooms to make sure you didn't leave anything.
- ___ Take out the garbage and lock the windows.
- ___ Leave all keys, garage door openers, warranty information and other helpful information needed by the new owners.
- ___ Leave a note with your contact information for the new owners.
- ___ Be at the new home to accept delivery and supervise move. If you cannot be there personally, authorize an adult representative to accept delivery and pay charges.
- ___ Place a floor plan of your new home by the entrance to help movers determine where furniture should go.
- ___ Check to make sure all utilities are on and working properly.

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