



# Moving Checklist

## 2 Months in Advance

- Contact and choose a moving or truck rental company. Get estimates and references from multiple companies — both for moving and storage (if you're not moving into a new home right away).
  - Create a floor plan of your new home for furniture placement. Sell or donate unneeded pieces.
  - Make a home inventory.
  - Begin to remove clutter — start with the basement, attic and garage.
  - Start a file of moving paperwork and expenses. These costs can be taken as tax credits and deductions.
- Get copies of records:**
- Kids:** School
  - Family:** Medical, dental, legal records
  - Pets:** Veterinary
- Gather/organize important personal, family, and financial records/documents.

## 6 Weeks in Advance

- Schedule moving date/reserve truck.
  - Complete change of address with post office: [www.usps.com/umove/](http://www.usps.com/umove/)
- Notify government offices of your move:**
- City/County Tax Assessor
  - State Vehicle Registration
  - Social Security Administration
  - State/Federal Tax Bureau
- Get antiques or valuables appraised.
  - Order moving materials (if needed).
  - Start to pack: seasonal clothing and other items not in immediate use.
  - Clean out closets and drawers.
  - Use up or give away food and supplies that cannot be moved.
  - Hold a garage or moving sale.
  - Give items away to charity.

## 4 Weeks in Advance

- Send new address to friends/family members
- Schedule disconnection of services old property/connection of services at new one:**
- Utilities (electricity, water, gas, trash)
  - Telephone
  - Cable/Internet
  - Cancel automatic bill pay set-up for any of the above services if you have it.
  - Contact insurance companies to moving coverage and to transfer policies to new location/home.
- File change of address with:**
- Credit card companies
  - Subscriptions
  - Clubs
  - Associations
- Kids: Investigate and identify favorite activities in new locations**
- Sports teams
  - Music lessons
  - Recreational classes
- Medical Care: Research new medical professionals for you and your family**
- Doctor
  - Dentist
  - Veterinarians
- Make travel arrangements for pets and make copies of their medical/immunization records (if needed).

## 2–3 Weeks in Advance

- Dispose of items that can't be moved (paints, cleaners, propane, flammables).
- Recycle electronics, plastics, metals papers, etc.
- Transfer automobile registration and drivers' license (if moving out of state).

### Let current professional support services know that you're moving:

- Accountant
  - Attorney
  - Doctor
  - Dentist
  - Financial Planner
  - Health Insurance Provider
  - Insurance Agent
  - Schools
  - Bank/Credit Union
  - Auto Finance company
  - Home care service providers (gardener, cleaning service)
- Create a folder of important information about your house for the next home owner. Be sure to include your new address so that future residents can forward any mail.

## 1 Week in Advance

- If using a mover: Confirm dates and time of packing and moving.
- If moving yourself: Confirm moving truck.
- Find a new home for items that you're not taking with you.
- Confirm travel arrangements.

### Pack a travel kit for you and your family members:

- Financial items: credit cards, cash, etc.
  - Travel: Passports, birth certificates.
  - Children: Toys, medications, books, clothing, car seat.
  - Clothing/Personal Supplies: Items needed during the move period.
- Pay any final bills.
  - Transfer safe deposit box contents to new branch.

### Miscellaneous

- Install new batteries in smoke/carbon monoxide detectors
- Re-Key your locks
- Register to vote

## 1 Day in Advance

- Final packing.
- Defrost freezer.
- Drain water hoses.
- Disconnect and prepare major appliances for move.
- Set aside items to travel with.
- Pack a box of items that will be needed first in your new home. Be sure to mark it "First Box/Load Last" on the box.
- Confirm arrival of movers/truck.
- Confirm hotel or temporary accommodation if needed.

## Moving Day

- Kids/Pets: Drop off kids/pets at pre-arranged care site.
- Confirm bill of lading and inventory before signing.
- Do a final clean of your old home.
- Be sure to have someone at old home during move-out.
- Make a floor plan of where all furniture is going.
- Be available to answer any questions.
- Check boxes and belongings. Note any missing items or damage.
- Supervise loading and unloading.
- Be prepared to pay the mover and have cash on hand to tip workers.