



The Trusted Mover™ **MOVING CHECKLIST**

8 Weeks Before Move

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Schedule Move with Local Motion
- Decide if you need to store items with Local Motion Storage
- Schedule disconnection/connection of utilities at old and new place
[] Phone [] Internet [] Cable [] Water [] Garbage [] Gas [] Electric
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Hold a garage sale, donate, sell, or trash unnecessary items
- Schedule transfer of records & make copies (medical, children in school, etc.)
- Get packing materials (boxes, tape, markers) from Local Motion
- Make any home repairs that you have committed to making
- Return and receive borrowed & rented items
- Start using up perishable food items

3-4 Weeks Before Move

- Confirm move with Local Motion
- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself - label as DO NOT MOVE
- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE
- Create an inventory list of items and box contents, including serial numbers of major items - use this as an opportunity to update your home inventory
- Fill out a *Change of Address* form at a post office or online
- Provide important contacts with your new address:
[] Employers [] Family & Friends [] Attorney [] Accountant [] Others
- Notify your insurance and credit card companies about change of address

Cancel automated payment plans and local accounts/memberships if necessary

1-2 Weeks Before Move

- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day
- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on move day
- Reconfirm your method of moving with those involved
- Empty out your safe deposit box, secure those items for safe travel
- Schedule cancellation of services for your old place
 - [] Newspaper
 - [] Housecleaning
 - [] Lawn
 - [] Pool
 - [] Water Delivery
- Check your furniture for damages - note damages on your inventory
- Take furniture apart if necessary (desks, shelves, etc.)
- Make sure all paperwork for the old and new place is complete
- Get rid of flammables such as paint, propane, and gasoline
- Try and use up perishable food

2-4 Days Before Move

- Confirm all moving details and that you have necessary paperwork
- Make a schedule or action plan for the day of the move
- Plan when/how to pick up the truck (if rented)
- Continue cleaning the house as you are packing
- Defrost your freezer and clean the fridge
- Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
- Set aside boxes/items that you are moving yourself (make sure you'll have room)

Moving Day

- Remove bedding and take apart beds
- Take movers/helpers through the house to inform them of what to do
- Walk through the empty place to check for things left behind - look behind doors
- Leave your contact info for new residents to forward mail
- Take inventory before movers leave, sign bill of lading
- Make sure your movers have the correct new address
- Lock the windows and doors, turn off the lights

_____ *At your new place ...*

- Verify utilities are working - especially power, water, heating, and cooling
- Perform an initial inspection, note all damages, take photographs if needed
- Direct movers/helpers where to put things
- Assemble beds with bedding
- Begin unpacking, starting with kitchen, bathroom and other essentials

Moving In - Weeks 1-2

- Check for damages while unpacking - be aware of deadline for insurance claims
- Replace locks if necessary and make at least 2 copies of your new keys
- Confirm that mail is now arriving at your new address
- Make sure your previous utilities have been paid for and canceled
- Complete your change of address checklist
 - Bank(s) Credit Cards IRS Loans Insurance Pension plans
 - Attorney Accountant Physicians Family support
 - Newspapers Magazines Licenses Memberships
- After you are moved in, update your home inventory, including photos of rooms
- Update your renters insurance or homeowners insurance if needed