



Moving Checklist

3 Weeks Prior to Move:

- Hold a garage sale to rid yourself of unwanted items.
- Donate unwanted clothing or household goods to charity.
- Use up canned goods, frozen foods or any other household items.
- Review your relocation package and determine what will/what will not be paid by your company.
- Log all moving expense receipts (some may be tax deductible).
- Get written estimates from moving companies, while checking the limits of insurance they offer.

Prior to Moving Day:

- Confirm with your employer to be off on moving day.
- Purchase necessary supplies: packing tape, bubble wrap, furniture pads and boxes!
- Drain fuel from any machinery (i.e. power mower).
- Pack 'Open First' boxes for each room - containing everything you'll need for the first few days in your new home.
- Finish taking apart furniture that needs disassembled.
- Check that all paperwork related to your house sale/purchase is complete.
- Close bank accounts, if necessary.
- Finish all major packing.
- Pack up all computer and electrical equipment.
- Clearly label or mark all packed boxes.
- Clean as you go.
- Make sure all documents related to your move are easily accessible.
- Check in with the movers and confirm the start time of your move.
- Have measurements taken of the rooms in your new place to determine where everything will go.

Don't Forget to:

- Defrost freezer/refrigerator. Place charcoal to dispel odors.
- Have appliances serviced for moving.
- Plan special care needs to infants, children, seniors or pets.
- Clean out club, gym, lockers, etc.; pick up all dry cleaning.
- Double check all closets, cabinets and rooms to make sure nothing is left behind.
- Finish taking apart furniture that needs disassembled.
- Take out garbage. Lock windows.
- Leave keys and garage door openers needed by new owner(s).
- Leave a note with all your contact information for new owner(s).

On Moving Day, Don't Forget:

- Before loading items, check truck/trailer for any leaks, cracks or other signs of wear.
- Try to first load items you need the least. Load 'Open First' boxes last.

- Carry currency, jewelry, and documents yourself or use registered mail.
- Check thermostat and make sure thermostat is set appropriately.

At New Home:

- Be on hand to accept delivery. If you cannot be there personally, be sure to authorize someone to do so.
- Place a floor plan of your new home by the entrance to help movers determine where each piece of furniture should go.
- Give the kids a job to do - let them start on their rooms.
- Supervise moving crew on location of furniture and boxes. Begin unpacking necessary basics first; such as kitchen utensils, toiletries, etc.
- Check to make sure all utilities are on and working properly.

Send Change of Address to:

- Alumni Association(s)
- Attorneys
- Banks (auto loans, checking accounts, credit cards, home equity, mortgage safety deposit box, savings account)
- Cell Phone Provider
- Child Care/Daycare
- City/County Tax Assessor
- Credit Bureaus
- Credit Card Issuers
- Department of Motor Vehicles
- Dry Cleaning Pick-Up and Delivery
- Employer
- Family Members
- Health Clubs
- Health: medical, dental, prescription histories. Ask doctor and dentist for referrals, transfer needed prescriptions, x-rays.
- House cleaning service and lawn care.
- Insurance coverage: life, health, fire, and auto.
- Magazine and newspaper subscriptions
- New business cards
- Passport
- Pet sitter/dog walker/pet day care
- Post Office (give forwarding notice)
- Professional Organizations
- Retirement plan holders
- Schools/Parent-teacher association (ask for copies or transfer records)
- Social Security Administration
- State/Federal Tax Bureaus and accountant/tax preparer
- Swimming pool maintenance/memberships
- Utility companies: gas, light, water, telephone, fuel and cable
- Veterinarian (pet licenses, vaccinations tags, etc)
- Veterans Administration