

MOVING CHECKLIST

Step-By-Step Guide Through the Moving Process

Two Months Prior to Moving:

- If you're using a mover, get a several estimates from moving companies.
- If you're moving yourself, get costs from at least two truck rental companies and reserve your truck early. Many truck rental companies run out of weekend rentals fast.
- Start a file for all your moving paperwork (estimates, receipts, etc.)
- Arrange to transfer school records if necessary.
- Arrange for locks to be changed upon moving into your new home.
- If you are moving yourself start collecting boxes or locate vendor to purchase moving supplies.

Six Weeks Prior to Moving:

- Subscribe to the paper in your new hometown to learn more about your new community.
- Make arrangements for storage if necessary.
- Ask your doctor or health plan provider for referrals and obtain all medical records.
- Clean all closets and drawers
- Start using foods and cleaning supplies that can not be moved.

Four Weeks Prior to Moving Day:

- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month deposits" with services such as the telephone company, request your refund.
- Obtain and fill out post office change-of-address cards.
- Notify all important business and personal contacts of your new address. Fill out change of address forms for creditors and magazine subscriptions.
- Arrange for special transportation of your pets and plants if necessary.
- Arrange for cleaning of carpet, drapes etc.
- Check with your insurance company to see how your possessions are covered during the move.
- Make any travel plans necessary for your move. Hotel reservations etc.
- Collect your important records – gather personal and family records including medical and dental, veterinary and school records, financial documents, birth certificates, passports and insurance documents.

Three Weeks Prior to Moving:

- Properly dispose of items that cannot be moved such as flammable liquids.
- Prepare auto registration for transfer (if moving to another state)
- Make child care arrangements for moving day
- Hold your moving sale
- If moving yourself – arrange for help if needed.

Two Weeks Prior to Moving:

- Arrange for disposal of anything not sold at your moving sale.
- Service your car in preparation for the move. If you're moving to a colder climate, check your antifreeze.
- Cancel Newspaper delivery
- Transfer prescriptions and make sure you have an adequate supply of any medications on hand.
- Return any borrowed items (including library books, movies etc) and retrieved any loaned items.
- Assemble a file folder of information to leave for the new home owner.
- Pick up laundry at cleaners.

One Day Prior to Moving:

- Transfer your bank accounts.
- Close and empty your safe-deposit box.
- Drain power equipment of oil and gas. Drain water hoses.
- Drain your water bed.
- If using a moving company – let movers pack belongings.
- Defrost refrigerator and freezer, prop doors open.
- Disconnect and prepare major appliances for move.
- Set aside anything that will travel in your car so it will not be loaded into the truck.
- Pack a box of items that will be needed first in the new house. Clearly mark this box "Load Last"
- Confirm arrival time of your moving van/truck.
- If moving yourself, dismantle bed and other large furniture.

Moving Day:

- If using a mover, be sure someone is at the old house to answer questions.
- Double check closets, drawers, shelves, attic and garage to be sure they are empty.
- Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.
- Carry important documents, currency and jewelry yourself.

Delivery Day:

- Check your belongings carefully – supervise unloading and unpacking.
- Note any damage on inventory paperwork.
- On an inter-state move be prepared to pay the driver before your possessions are unloaded.
- Be prepared to pay your mover with cash, certified check, or traveler's checks unless other arrangements have been made in advance.