

# U•STORE•IT

## MOVING & STORAGE CHECKLIST

Moving can be exciting – a new house, new apartment, possibly a new town. It can also be stressful – but it doesn't have to be. While it may seem like you have all the time in the world to prepare, it's easy to become overwhelmed if you don't plan ahead.

The Moving and Storage Checklist will help you navigate the challenging task of moving. Stay on track in the weeks leading up to your moving day and settle in with ease.

Be sure to visit [www.ustoreit.com/moveology](http://www.ustoreit.com/moveology) to take advantage of special moving offers, online storage space sizing and unit search tools designed to simplify your moving and storage experience.

## 8 WEEKS BEFORE YOUR MOVE

Early preparation can make all the difference for a successful move – including acquiring your moving supplies, contacting your utilities, and getting organized.

- Create binder / folder for moving records (estimates, receipts, inventory lists, etc.)
- Begin to plan your moving services (truck rental, hiring movers, moving storage, etc.) and get cost estimates
- Schedule disconnection / connection of utilities at old and new place:



- Phone.....
- Water.....
- Electric.....
- Gas.....
- Internet.....
- Cable.....
- Trash Removal.....

- Plan how you will move vehicles, plants, pets, and valuables
- Sketch the floor plan for how you will arrange furniture in the new place
- If your house hasn't sold yet, begin to de-clutter and depersonalize your home for market showings
- Schedule transfer of records (medical, children in school, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Acquire packing materials:



- Box labels.....
- Packing tape / dispenser.....
- Furniture covers.....
- Mattress covers.....
- Wrapping / packing paper.....
- Packing peanuts.....
- Bubble wrap.....
- Markers.....
- Straps / twine / rope.....
- Other.....

- Make any home repairs that you have committed to making
- Return borrowed, checked-out and rented items
- Get things back that you have lent out
- Start using up food you have stored so there is less to move

## NOTES

## 6 WEEKS BEFORE YOUR MOVE

Now the hard work is just beginning, so pace yourself by filling out change-of-address forms, determining moving storage needs and beginning your personal inventory list.

- Finalize moving method and make necessary arrangements
- Make a quick checklist of large furniture:



- Refrigerator / freezer.....
- Clothes washer / dryer.....
- Other large appliances.....
- Armoire.....
- Dresser.....
- Other large furniture.....
- Piano / organ.....
- Other.....

- Determine the size of storage space you will need by using the Moving Storage Size Guide on [ustoreit.com/moveology](http://ustoreit.com/moveology)
- Begin to pack non-essential items and move them to storage
- Label boxes by room and contents
- Separate valuable items to transport yourself
- Keep a box out for storing essential tools that you will want to keep with you on move day - label as "ESSENTIALS"
- Use the Personal Inventory Worksheets to create an inventory list of items and box contents, including serial numbers of larger items and appliances, associated box numbers and storage location (example, left side - back)
- Fill out a 'Change of Address' form with your local post office or online at [www.usps.com](http://www.usps.com)
- Provide important contacts with your new address:



- Friends and family.....
- Employer(s).....
- School(s).....
- Family doctor.....
- Other.....

- Notify your insurance and credit card companies about change of address
- Cancel automated payment plans and local accounts / memberships, if necessary

## NOTES

## 2 WEEKS BEFORE YOUR MOVE

Moving day is fast approaching, so check this list of things you need to do to prepare – including child and pet moving day arrangements, cancelation of services and disposing of household hazards.

- Continue packing, cleaning, and moving things to storage
- Pack items such as bedding separately that you will need right away at your new place
- Plan to take the entire day off work for moving day
- Coordinate child and pet care for moving day
- Begin to pack your suitcases with clothes and personal items for the new home
- Reconfirm your method of moving with those involved
- Schedule cancellation of services for your old place:



- Newspaper.....
- Lawn care.....
- Housecleaning.....
- Pool maintenance.....
- Heating and air conditioning.....
- Oil and propane service.....
- Other.....

- Make sure all paperwork for the old and new place is complete
- If traveling far, notify credit card company to prevent automated deactivation
- Get rid of flammables such as paint, propane, and gasoline
- Try and use up perishable food

## THE WEEK OF YOUR MOVE

Only one week remaining – time to call to confirm the movers, disassemble furniture, finish packing your essentials, and prepare for moving day.

- Check your furniture for damages - note damages on your Home Inventory Worksheet
- Disassemble furniture if necessary (desks, shelves, etc.), put hardware in a small bag and attach it to the furniture
- Confirm all moving and storage 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)
- Prepare for moving expenses (moving, food, and lodging)
- Continue cleaning the house as you are packing

## NOTES

## THE WEEK OF YOUR MOVE CONT.

- Defrost your freezer and clean the fridge
- Write down directions for the movers / helpers to your storage location and your new home (include phone numbers)
- Gather important moving day tools (screwdrivers, pliers, tape, etc.) and place them in a box labeled 'ESSENTIALS'
- Pack a bag for water bottles, pen / paper, snacks, documents, and other essentials
- Set aside boxes / items that you are moving yourself (make sure you'll have room)

## MOVING DAY

### Those last minute tasks, including what to expect on moving day.

- Remove bedding and take apart beds
- Go early to pick up the truck ( if you rented one )
- 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 and on shelves in closets
- Review the directions to the storage facility and make sure your movers have the correct address
- Leave your contact info for new residents to forward mail
- Take inventory before movers leave, sign bill of lading
- Lock the windows and doors, turn off the lights
- Use a padlock to lock your rented truck

### At your new home...

- Verify utilities are working – especially power, water, heating, and cooling
- Perform an initial inspection, note all damages, take photographs if needed
- Clean the kitchen and vacuum as needed (especially where furniture will be going)
- Direct movers / helpers where to put things
- Offer drinks and snacks, especially if the helpers are volunteers
- Assemble beds with bedding
- Begin unpacking, starting with kitchen, bathroom and other essentials

## NOTES

## THE DAYS FOLLOWING YOUR MOVE

Now is the time to settle into your new home and to update and confirm your services and utilities.

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:



- Banks.....
- Credit cards.....
- Insurance.....
- Family doctors.....
- Newspaper.....
- Magazine.....
- Licenses.....
- Memberships.....
- Other.....

- If you move to a different state, schedule a time to get a local driving license and update vehicle registration
- Get local phonebooks, maps and take-out menus
- Find new doctors, dentists, etc. (depending on your needs & insurance)
- After you are moved in, update your Home Inventory Worksheet, including photos of rooms
- Update your renters insurance or homeowners insurance if needed
- Relax, and enjoy your new home!

## NOTES