

START PLANNING 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.

T-8

WEEKS

- ☐ Create a binder for moving records (estimates, receipts, inventory lists, etc.)
- ☐ Begin to plan your moving services (truck rental, movers, moving storage, etc.)
- ☐ Schedule disconnection/connection of utilities at old and new places:
 - ☐ Phone ☐ Electric ☐ Internet ☐ Trash Removal
 - ☐ Water ☐ Gas ☐ Cable
- ☐ 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 depersonalize your home for showings
- ☐ Schedule transfer of records (medical, children in school, etc.)
- ☐ Get copies of any records needed (medical, dental, etc.)
- ☐ Acquire packing materials:
 - ☐ Box Labels ☐ Furniture Covers ☐ Bubble Wrap
 - ☐ Packing Tape ☐ Mattress Covers ☐ Markers
 - ☐ Packing Paper ☐ Packing Peanuts ☐ Straps/Rope
- ☐ Make any home repairs that you have committed to making
- ☐ Return borrowed, checked-out and rented items
- ☐ Get things back you have lent out
- ☐ Start using up food you have stored so there is less to move

NOTES

START PLANNING 6 WEEKS BEFORE YOUR MOVE

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

T-6

WEEKS

- ☐ Finalize moving method and make necessary arrangements
- ☐ Make a quick checklist of large furniture:
 - ☐ Refrigerator/Freezer ☐ Armoire ☐ Piano/Organ
 - ☐ Washer/Dryer ☐ Dresser ☐ Other
 - ☐ Other Appliances ☐ Other Furniture
- ☐ Determine the size of storage space you will need using the Moving Storage Size Guide
- ☐ Begin to pack non-essential items and move them to storage
- ☐ Label boxes by room and contents
- ☐ Separate valuable items to transport yourself
- ☐ Prepare a box labeled ESSENTIALS for essentials tools you will need on moving day
- ☐ Use the Home Inventory Worksheet to create an inventory of items and box contents, including serial numbers of larger items, 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 usps.com
- ☐ Provide important contacts with your new address:
 - ☐ Friends/Family ☐ School(s) ☐ Other
 - ☐ Employer(s) ☐ Family Doctor
- ☐ Notify your insurance and credit card companies about change of address
- ☐ Cancel automated payment plans and local accounts/memberships, if necessary

NOTES

READY, SET, MOVE! 2 WEEKS BEFORE YOUR MOVE

Moving day is fast approaching, make sure you have planned: child and pet moving arrangements, cancelation of services & disposal of household hazards.

T-2

WEEKS

- ☐ Continue packing, cleaning and moving things to storage
- ☐ Pack items such as bedding separately that you will need right away after moving
- ☐ Begin to pack your suitcases with clothes and personal items for the new home
- ☐ Reconfirm your method of moving with those involved
- ☐ Make sure all paperwork for the old and new place is complete
- ☐ If traveling far, notify credit card companies to prevent automated deactivation
- ☐ Coordinate child and pet care for moving day
- ☐ Plan to take the entire day off work for moving
- ☐ Schedule cancelation of services for your old place:
 - ☐ Newspaper
 - ☐ Pool Maintenance
 - ☐ Lawn Care
 - ☐ Housecleaning
 - ☐ Heating and A/C
 - ☐ Oil/Propane Service
- ☐ Use up perishable food
- ☐ Dispose of flammables such as paint

NOTES

THE WEEK OF YOUR MOVE

Only one week left - time to confirm movers, disassemble furniture, finish packing and prepare for moving day!

T-1

WEEK

- ☐ Check your furniture for damages - note damages on your Home Inventory Worksheet
- ☐ Disassemble furniture, put hardware in a small bag and attach to the furniture
- ☐ Confirm all moving and storage details and that you have the necessary paperwork
- ☐ Make a schedule or action plan for the day of the move
- ☐ Write down directions (+ phone numbers) for the movers/helpers to storage and your new home
- ☐ Gather important tools (screwdrivers, pliers, tape, etc.) and put them in your ESSENTIALS box
- ☐ 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)
- ☐ Plan when/how to pick up the truck (if rented)
- ☐ Prepare for extra moving expenses (food, lodging)
- ☐ Defrost the freezer, clean the fridge
- ☐ Continue cleaning the house

GET READY FOR LIFT OFF! MOVING DAY!

Last minute moving tasks, including what to expect on moving day.

T-0
DAYS

- ☐ 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
- ☐ Make sure movers have the correct directions and address for the storage facility
- ☐ Leave your contact info for new residents to forward mail
- ☐ Take inventory before movers leave, signing 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 new power, water, heating and cooling
- ☐ Perform an initial inspection, note all damages, take photos 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

GET SETTLED THE DAYS FOLLOWING YOUR MOVE

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

T- DONE!

- ☐ 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 ☐ Insurance ☐ Newspaper ☐ Licenses
 - ☐ Credit Cards ☐ Doctors ☐ Magazines ☐ Memberships
- ☐ For out-of-state moves, schedule an appointment 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 and insurance)
- ☐ Update your Home Inventory Worksheet and include photos of all rooms
- ☐ Update your renters insurance or homeowners insurance if needed
- ☐ RELAX! and enjoy your new home!

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