

# Moving CHECKLIST



## SIX WEEKS BEFORE:

- Create an inventory sheet of items to move.**
- Research moving options:** Is this a do-it-yourself move or one that needs professional help.
- Request moving quotes:** rates can differ.
- Discard unnecessary items:** Great time to rid yourself of items you no longer need.
- Packing materials:** Gather boxes (plastic bins are also a good idea for valuable items), packing tape, other packing materials.
- Contact insurance companies:** (Life, Health, Fire, Auto) Contact them to transfer or cancel policies. Do not cancel insurance until you have and closed escrow on the home sale.
- Seek employer benefits:** If your move is work-related, your employer may provide funding for moving expenses. Contact your human resources rep for more information on this.
- Changing schools:** Contact new schools for registration process.

## FOUR WEEKS BEFORE:

- Contact utility companies:** Set utility turn-off date, seek refunds and deposits and notify them of your new address.
- Obtain medical records:** (Physician, Dentist, other Specialists, etc.) Ask for a copy of the records or make plans to have them sent to new medical facilities.
- Note food inventory levels:** Try using up as much of your food so you don't have to pack it or throw it.
- Service small engines:** (lawn mowers, propane tanks, etc.) Extract all oils and gas for the move to reduce the chance of catching fire during move.
- Protect jewelry & valuables:** Transfer jewelry and valuables to safety deposit box or special box that will be placed in personal vehicle so they are not stolen or lost during move.
- Borrowed & rented items:** Return items which you may have borrowed or rented, and collect items you've borrowed to others.

## ONE WEEK BEFORE:

- Plan your itinerary:** Plan to spend the entire day of move at the house to help make decisions. Make plans for kids and pets to be at sitters all day.
- Change address:** Visit USPS for change of address form, or you can go online.
- Bank accounts:** Notify bank of address change, transfer money to new bank, and close accounts.
- Service vehicles:** For any vehicles driving long distances, have them serviced for a trouble free drive.
- Cancel services:** Notify companies (phone, cable, internet, newspaper, lawn care, etc.) of new address and cancel current services.
- Start packing:** Begin packing remaining items for the move.
- Scan your furniture:** Check your furniture for any scratches or dents so you can compare notes with your mover on moving day.
- Prepare floor plan:** In your new home, prepare your floor plan to avoid confusion for you and movers.

## MOVING DAY:

- Review the house:** Once the house is empty, do a second & third walk through for any left items.
- Sign the bill of lading:** Once you are satisfied with the movers packing of items in truck, sign the lading. If you are able to...go with movers to weigh the truck.
- Double check with your mover:** Make sure mover has your new address and your contact information.
- Vacate your home:** Make sure utilities are off, doors and windows are locked, and notify your real estate agent you've left the property.

