



Moving Checklist

6 WEEKS PRIOR TO MOVE

- Book a moving company or truck
- Create and maintain a file for all moving papers and receipts
- Inventory everything to be moved
- Sell or donate any unwanted items
- Book the moving elevator and confirm parking arrangement for moving truck
- Contact insurance company to transfer policies/coverage (auto, owners, rental, medical and life) and determine what expenses might be covered
- Review tax deductions on moving expenses
- Request change of address kit from post-office and complete (see separate list of changes to consider), which can be done [online](#)
- Prepare a list of important parties who should be notified of your upcoming move (include your children's friends)
- Arrange cut-off/final billing and connection at new address for utility companies:
 - Telephone
 - Cable
 - Gas/Electricity/Water
 - Garbage/Recycling
- Do some research on health-care professionals, hospitals, vets, etc. in your new community (neighborhood apps and sites are great resources)
- Confirm plans for children's school and daycare (tours, open enrollment, etc.)
- Notify and arrange to have records transferred:
 - Medical/Vet
 - Dental
 - School

4 WEEKS PRIOR TO MOVE

- Purchase any moving supplies
- Arrange for personal/family travel (air, hotel, car rental)

- Arrange for transportation and care of children, pets, plants and other delicate items on closing/moving day
- Gather all legal documentation into one box and maintain in an accessible and safe place
- If necessary, plan for cleaning and repair of carpets, drapery, furniture, etc.
- Plan to transfer funds and close bank accounts
- Cancel voter registration; re-register once you've settled into your new home
- Notify landlord of pending departure and request security deposit refund
- Notify in-home contracted service providers (housekeeping, gardening, etc.)
- Start packing!
- Request time off from work
- Purchase/schedule appliance, blinds and furniture delivery
- Take measurements of existing furniture to determine if they will fit in new home

2 WEEKS PRIOR TO MOVE

- Cancel newspaper delivery
- Notify Department of Motor Vehicles (DMV) of your new address
- Review arrangements with movers
- Service your car if planning a long trip
- Obtain written appraisal on antique/valuables
- Plan to dispose of flammables that can't be transported:
 - Aerosol cans
 - Cleaning fluid
 - Ammunition and fireworks
 - Propane tanks
 - Oil cans/paint, thinners, etc.

1 WEEK PRIOR TO MOVE

- Cancel newspaper delivery
- Fill all prescriptions (humans and pets) and transfer to new pharmacy location
- Pick up dry cleaning, return library books, rented/borrowed items, etc.
- Settle all outstanding bills with local retailers and vendors
- Check furniture for dents and scratches
- Label items you need to access easily
- Drain equipment (water hoses, propane tank, gas/oil and gas power equipment)
- Schedule /confirm when to have utilities turned on at your new home
- Make a plan to transfer house plants
- Confirm travel arrangements and care for children and pets
- Pack your suitcase (including 1-2 days' supply for in the new house)

1-2 DAYS PRIOR TO MOVE

- Finish packing
- Clean home you are moving out of and defrost refrigerators and freezers
- Plasma TV's should be unplugged the day before, so they are at room temp on move day
- Consider any child/pet proofing during move and at new location
- Review all closing and new community matters: title, loan, insurance, settlement, HOA rules, etc.
- Consider a "safe" room for children and pets during the move itself
- Pack an essentials box (see separate list for items to consider)

DAY OF MOVE

- Designate boxes and items as "last load" items
- All loose items are packed into boxes with the top closed
- All electronics are unplugged from a power source
- All pictures are removed from the walls
- All boxes are labeled with their destination in your new home on the top and sides of each box (with tape label doors in new home to match to help movers)
- All heavy and breakable items are removed from dressers and desks

- All contents are removed from appliances
- All items are removed from the top of furniture
- All linens are removed from beds
- All rooms, closets, cabinets have been checked
- Disassemble bedroom sets to save time
- Before leaving the house:
 - Disconnect all major appliances
 - Water shut off
 - A/C shut off
 - Lights turned off
 - Windows/doors shut and locked
 - Surrender house keys to appropriate contact
 - Check for items left behind
- Remain until movers are finished loading your belongings
- Tip for movers
- Record all utility meter readings upon departure (including water)
- Keep copies of the bill of lading and inventory sheet until your possessions are delivered, the charges are paid, and any claims are settled
- Give movers direction to your new home and phone number where you can be reached
- Notify local police or neighbors if your new/old home will be uninhabited for a long period of time and mow lawn one last time
- Know what to do with final trash
- Replace locks if you are uneasy about keeping the locks that came with the house
- Check on license requirements for pets

PACKING TIPS

- Keep jewelry, important documents and medications with you
- Label boxes as you pack them with content and desired room location
- If possible, leave lamps, china and artwork or breakables for movers to pack
- Pack heavy items in small boxes
- Do not overstuff boxes, leave some room at the top
- Tape cords to electrical appliances (on the bottom if possible)
- Wrap breakables in newspaper, bubble wrap, clothes or towels

Move in Essentials Box

BASIC NEEDS FOR ALL

- Bedding
- Toilet paper
- Toiletries
- Hand/body soap
- Shampoo and conditioner
- Shower liner
- Towels
- Pajamas
- Work clothes
- Ibuprofen/aspirin/medications
- First aid kit

CHILDREN

- Baby supplies (sippy cup/bottle, formula, baby food, spoon, diapers, wipes, pacifier, Pack N' Play, breast pump and supplies, etc.)
- Bedding
- Night light
- Favorite lovey
- Change of clothes
- Entertainment (crayons/coloring books, toys, books, media player)

GROCERIES

- Cups, paper plates, silverware
- Paper towel
- Dinner (or takeout plan)
- Breakfast food
- Snacks
- Bottled water/beverages
- Coffee machine, coffee filters, mugs
- Corkscrew/bottle opener and celebration beverage of choice (to celebrate!)

SUPPLIES/MISC.

- Basic cleaning supplies (gloves, bucket, cleaners, towels/sponges)
- Trash bags and bin
- Scissors/box cutter
- Screwdriver (both head types) and/or drill with bits
- Hammer
- Pliers
- Flashlight
- Phone / media player chargers
- Pen and paper
- Permanent marker
- Pet:
 - Food
 - Dishes
 - Litter
 - Leashes
 - Waste pickup bags
 - Crates/kennels
 - Medications
 - Bed
 - Toy/lovey

DOCUMENTS

- Box of legal documents previously prepared (checkbook, passports, birth certificates, social security cards, will, etc.)
- Closing documents:
 - Purchase agreement
 - Title documents, including CD/ALTA Statement and homestead documents
 - Loan documents

Change of Address

BASICS

- Employer (paychecks, auto deposits, etc.)
- Tax forms
- Post office: [online](#)
 - Change of address
 - Forwarding address
- Friends and family (incl. those of your children)
- Schools
- _____

UTILITIES

- Gas
- Water
- Sewage
- Power/Electric
- Internet/Cable/Satellite
- Garbage/Recycling
- Cell phone service
- _____

FINANCIAL

- Bank/Credit unions
- Student loans
- Financial aid
- Investments
- Loan issuers (auto, additional properties, etc.)
- Credit cards
- Look at your mo. bills & contact everyone listed
- _____

SERVICE PROVIDERS

- Doctor/Pediatrician/Dentist
- Vet
- Lawyer
- Babysitters
- Service providers (cleaning, lawn, etc.)
- _____

MEMBERSHIPS

- Shopping (Amazon, Sam's Club, Costco, Target, etc.)
- Churches
- Professional associations
- Youth organizations/sports groups (scouts, swim schools, karate, etc.)
- PTO
- Gym/fitness memberships
- Alma maters
- _____

GOVERNMENT

- Department of Motor Vehicles (DMV)
- Internal Revenue Service (IRS)
- Voter registration
- Social security
- Citizenship and immigration
- Department of Veteran Affairs (DVA)
- Licensing Boards
- Notary stamp
- _____

INSURANCE

- Health
- Dental
- Life
- Car
- Homeowner/Renter's
- _____

SUBSCRIPTIONS

- Streaming services
- Subscription boxes
- Magazines/newspapers
- _____