Moving Checklist

What to do before you move...

☑ Two months before moving		
	Sort through your belongings to reduce the number of things to move.	
	Have a garage sale or donate items you no longer need.	
	Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare.	
	Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.	
	If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.	
	Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.	
	Place your legal, medical, financial, and insurance records in a safe and accessible place.	
	Purchase insurance coverage for valuables to be moved.	
☑ One month before moving		
	Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).	
	Make travel arrangements for your pets.	
	If you're driving, have your car tuned up.	
	Get medical records from your doctors, dentist, optometrist, and veterinarian.	
	Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.	
	Back up important computer files to floppy disk.	
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Moving Checklist (continued)

What to do before you move...

☑ Two weeks before moving				
	Contact your utility companies and notify them of your move.			
	Sign up for services at your new address.			
	Contact your long distance phone company and notify them of your move.			
	Call friends and family and recruit help for the moving day.			
	Confirm your travel reservations.			
	Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.			
☑ One week before moving				
$\overline{\Box}$	Pick up items from the cleaners, repair shops, or friends.			
	Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.			
	Finish packing all boxes except what you'll need in the final week.			
	Inform the post office of your upcoming move.			
	Send change-of-address cards with your new address and phone number to:			
	Friends and family			
	Banks, insurance companies, credit card companies, and other financial institutions			
	Magazines and newspapers			
	Doctors, lawyers, accountants, agents, and other service providers			
	State and federal tax authorities and any other government agencies as needed			
	Workplace, schools, and alma maters			
V	The day before			
$\overline{\Box}$	Set aside moving materials, such as tape measure, pocketknife, and rope.			
	Pad corners and stairways of house.			
	Lay down old sheets in the entry and hallways to protect floor coverings.			
	Remove hanging fixtures.			
	If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.			
	If you are driving, check oil, tire pressure, and gas in your car.			
	If you are flying, make sure you have tickets, charge cards and other essentials.			

Moving Checklist (continued)

What to do before you move...

☑ Moving Day		
	Carry with you:	
	The keys to your new home.	
	A map of your new town and directions to your home.	
	The telephone number of the moving company.	
	Cash or traveler's checks.	
	Documentation related to the sale of your home.	
	Your insurance policies and agent's phone number.	
	Your current address book or personal planner.	
	Prescription and non-prescription medicines.	
	Enough clothing to get by if the movers are late.	
	The telephone number of the moving company.	
	Cash or traveler's checks.	
	Any items of great personal value to you that are virtually irreplaceable.	
	Back-up copies of important computer files.	
	Sheets, towels and personal hygiene items for the first night in your new home.	
☑ A	rrival Day	
	Show movers where to place furniture and boxes.	
	Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.	
	Unpack any valuable items, such as silver, art, and jewelry, upon arrival.	