



# Personal Moving Checklist

## Before Your Move...

### Eight weeks before you move

- Contact movers for estimates or reserve moving van.
- Clean out your attic, basement, storage shed, and other big storage areas.
- Inventory and evaluate your possessions to determine if anything can be sold or donated. Plan a garage sale to sell unneeded items or arrange to donate them to charity.
- Start to use up things you can't move, such as frozen foods and cleaning supplies.

### Six weeks before you move

- If you're moving at an employer's request, verify what expenses may be reimbursed.
- Locate all auto licensing and registration documents.



- For out of town moves, contact the IRS or your accountant for information on what moving expenses may be tax-deductible.
- If some of your goods are to be stored, make the necessary arrangements.
- Contact schools, doctors, dentists, lawyers and accountants and obtain copies of your personal records or request forwarding.
- Ask doctor and dentist for referrals. Obtain birth records, medical records, etc.
- Transfer memberships for clubs and civic organizations. Request letters of introduction.
- Begin collecting boxes and other moving supplies.

### Four weeks before you move

- Make change of address notifications: Post Office, credit card and other billing accounts, subscriptions, friends and relatives.
- Arrange special transportation for your pets and plants.
- Contact utility and related companies (gas, electric, water, telephone, cable TV, internet, and trash collection) to establish service at your new home. Contact current vendors and request refunds for any deposits.
- Contact insurance companies (auto, homeowner's or renter's, medical, fire and life) to arrange for coverage in your new home.
- If you're packing yourself, purchase packing boxes from your local mover. Pack items that you won't be needing in the next month.



- Arrange for transportation of autos you will not drive yourself.
- Transfer all medical prescriptions to a pharmacy in your new location.
- Call newspaper courier, lawn services, etc. and set a date to cancel.

### Three weeks before you move

- Make sure travel arrangements and reservations are in order.
- Arrange to close accounts at your local bank and open accounts in your new locale. Don't forget automatic deposit and payment items.

### Two weeks before you move

- If moving out of or into a building with elevators, contact the building management to schedule use of the elevators.
- Contact the moving company to review and confirm the arrangements for your move.

### One week before you move

- Withdraw the contents of your safety deposit box, pick up any dry cleaning, return library books and rented videos, etc.
- Verify service connection dates with new utility companies.



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### Two to three days before you move

- Defrost your freezer and refrigerator. Block doors open so they can't accidentally close on pets or children.
- Disconnect major appliances and prepare for the move. You should request the gas company to disconnect your gas dryer, oven and any other gas appliance.
- Pack a box of personal items that will be needed immediately at your new home. Ask the movers to load this box last or transport it yourself.
- Set aside those things that you are transporting yourself so that they are not mistakenly loaded by your mover.
- Contact your mover to confirm arrival time of the moving van. Provide directions to your new home. (Include your itinerary, emergency numbers, etc.)
- Unplug all television sets 24 hours in advance of moving day so that they will be at room temperature.

### Moving Day...

- Record all utility meter readings (gas, electric, water).
- Read your bill of lading and inventory carefully before you sign them.
- Keep contracts, bills and other moving papers in a safe place until all charges have been paid and all claims have been settled.
- Carry jewelry and documents yourself or use registered mail.
- Carry enough cash or traveler's checks to cover cost of moving services and expenses until you make banking connections in new city.

- Let a close friend or relative know the route and schedule you will travel, including overnight stops.
- Double check closets, drawers, shelves to be sure they are empty.
- Leave old keys needed by new tenant or owner with real estate agent or neighbor.



### Then, at Your New Home...

- Check on service of telephone, gas, electricity, and water.
- Check pilot light on stove, hot water heater, incinerator and furnace.
- Have appliances checked.
- Ask Mailman for mail held for your arrival.
- Have new address recorded on driver's license.
- Register car within five days after arrival in state or face a potential penalty.
- Visit city offices, register for voting, obtain information from Chamber of Commerce.
- Register family in your new place of worship.
- Register children in school.
- Arrange for medical services: doctor, dentist, prescriptions, etc.

### Packing Tips...

- ◆ Finish packing and prepare an "essentials" box. Designate boxes and items to load last into the moving truck. Pack suitcases and valuables separately.
- ◆ Pack one room at a time and clearly label each box with a description of contents and the destination room (e.g. kitchen, office).
- ◆ Be as specific as possible when labeling boxes. It makes unpacking much easier.
- ◆ Keep the weight of boxes reasonable. If possible put heavy items in small boxes to make them easier to carry.
- ◆ Double box fragile items and use plenty of cushioning material.
- ◆ Fill boxes completely, but don't over-pack the box.
- ◆ When everything is packed, make sure the items you need first at your new home are loaded last.
- ◆ Items you may need when you arrive should be packed and carried separately. For each person in your household, prepare a change of clothes, towel, prescriptions, toothbrush, sheets, and other personal items. Prepare a bag of plastic eating utensils, paper plates, cups, paper towels, toilet paper, trash bags, soap, first aid kit, snacks, beverages, and food for your pets.



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