

## PCS MOVING CHECKLIST

### 3 Months Before

- Decide if you want to rent or buy in the new location.
- Start talking to a Realtor and Mortgage Company (or looking at houses for rent).

### 6-8 Weeks Before

- Create a Moving Binder.
- Go through each room and sort through your belongings.
- Make an inventory of all your household items (most importantly, the expensive ones) and remove any old stickers from previous moves.
- Call the Base Transportation Office to arrange pick-up of your House Hold Goods (HHG) and take any necessary classes (some bases require you go to some briefings, especially if it's your first PCS).
- Start using up any perishable items.

### 4-6 Weeks Before

- Hold a Garage Sale (Optional).
- Photograph and videotape expensive items to document that they are functional. Make sure to turn them on/off in the video to prove that they work properly.
- File Change of Address Forms with the Post Office (if you know your new address).
- Return all borrowed items (books to the library, etc).
- Check with schools, if applicable, to find out the process for transferring.
- Confirm the moving date with Transportation Office.
- Cancel any local accounts/deliveries (newspaper, etc).
- Call all of your current utilities. Find out which will transfer to the new house and which you will need to cancel.
- Arrange cancellation or transfer dates for your current utilities.
- Notify your Landlord or Base Housing of moving date, if applicable.

- Start to touch up paint, make repairs, and review your Move In/Move Out Checklist that you got when you moved into your current house, if applicable.
- Separate your military gear from other items. They are not included in your weight restrictions so the movers will need to know which items they are.
- Continue using up any perishable items.

### 2-4 Weeks Before

- Make a Color Code Chart.
- Call all utilities for the new house and arrange a date for turn on.
- Notify all accounts of your new address (Magazines, Banks, Dry Memberships, etc).
- Separate the items you want to take with you from the items to go with movers. Make sure to include valuable and important papers that you don't want to get lost. (Put them in a separate closet or room away from the movers).
- Create a Last Out, First In Box.
- Continue using up any perishable items.

### 1-2 Weeks Before

- Get a Pre-Trip Inspection on vehicle and complete any maintenance.
- Set aside cleaning items for use after the movers leave.
- Make sure all paperwork/important documents are in the Moving Binder.
- Finish packing all items that will go with you and set them aside. (Put them in a separate closet or room away from the movers).
- Confirm date and time with the movers.
- Make Color Code Caddy for moving day.
- Schedule a Move Out Inspection with Landlord/Base Housing (Use the Move In/Move Out Checklist, if applicable, as a reference).
- Pack everyone's suitcases for use in the hotels along the way.

### Day Before

- Pack everything that's going with you into your car.
- Remove ALL the trash from your house. (They WILL pack your trash onto the truck and unload it in the new home if you don't remove it!!!).

### Moving Day

- Do a walk-through before the movers arrive to make sure you aren't forgetting to pack anything that will be going with you.
- Order pizza and sodas/water for the movers (and be nice!). They will be happy and more likely to treat your items with care.
- Color Code the boxes before the movers load them (ask their permission first).

### After Movers Leave

- Clean your house.
- Repair any nail holes in the wall.
- Touch up paint.
- Test all Faucets and toilets.
- Clean/Scrub Bathrooms and all floors.
- Vacuum/Stampoo carpets.
- Verify condition with Move In/Move Out Checklist (if applicable).
- Perform Move Out Inspection with Landlord/Base Housing.

### At The New House

- Make sure to hang up the Color Code Chart at all entrances to the house and the Color Code Signs on the door to each room BEFORE the movers arrive!