

## Moving Checklist

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### 1-2 Months Before Move

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates
- See if your employer will provide moving expense benefits
- Research storage facilities if needed
- Schedule disconnection/connection of utilities at old and new place
  - Phone  Internet  Cable  Water  Garbage  Gas  Electric
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Hold a garage sale, donate, sell, or trash unnecessary items
- Schedule transfer of records (medical, children in school, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Make any home repairs that you have committed to making
- Return borrowed, checked-out and rented items
- Get things back that you have lent out
- Start using up food you have stored so there is less to move

### 3-4 Weeks Before Move

- Finalize moving method and make necessary arrangements
- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself - label as DO NOT MOVE
- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE
- Create an inventory list of items and box contents including serial numbers of major items - use this as an opportunity to update your home inventory
- Fill out a Change of Address form at a post office or online
- Provide important contacts with your new address:
  - Employers  Family & Friends  Attorney  Accountant  Others
- Notify your insurance and credit card companies about change of address
- Cancel automated payment plans and local accounts/memberships if necessary
- Take your vehicle(s) in for a tune-up, especially if you are traveling very far

### 1-2 Weeks Before Move

- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day
- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on move day