

Moving Checklist and Planner

TIME BEFORE MOVE	MOVING TO DO LIST	ADDITIONAL NOTES
2 MONTHS	☐ If using a mover: contact moving companies for estimates. ☐ If moving yourself: contact truck rental companies for estimates. ☐ Create a floor plan of new home for furniture placement. Sell or donate unneeded pieces. ☐ Make a home inventory. Begin to remove clutter. Start with basement, attic, and garage. ☐ Start a file of moving paperwork and expenses. Can be used for tax credits and claims. ☐ For kids: arrange to transfer school records. ☐ For family: arrange to transfer medical, dental, legal records. Ask for referrals. ☐ For pets: transfer veterinary records. Take pets for immunization, if necessary. ☐ Get your new home ready. Contact painters, carpenters, plumbers, locksmiths, roofers, etc. ☐ Banking: prepare to transfer financial and safety deposit box contents to new branch. ☐ Documents: be sure all personal, family, and financial records are accounted for: ☐ Birth certificates, passports, insurance, medical, dental, legal, and academic records. ☐ Obtain missing documents from authorities. ☐ ☐ Choose a mover or truck rental company. Be sure to have references. ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
6 WEEKS	☐ If using a mover: schedule moving company. ☐ If moving yourself: reserve moving truck, ask friends to help or hire a moving team. ☐ Obtain and fill out post office change of address cards, or do online. Use mail forwarding. ☐ File change of address with Federal Government (IRS, Revenue Canada). ☐ Make arrangements for storage, if necessary. ☐ Get antiques or valuables appraised. ☐ Order moving materials: boxes, bubble wrap, packing tape, and other supplies. ☐ Start to pack: seasonal clothing, sports gear, and other items not in immediate use. ☐ Clean out closets and drawers. ☐ Use food and supplies which cannot be moved. ☐ Hold a garage or moving sale. ☐ Give items away to charity. ☐ Prepare antiques, collectables, and plants for extra special moving care (pianos). ☐ For kids: arrange for special travel arrangements, flights. ☐ For pets: arrange for special travel arrangements, flights. ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

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4 WEEKS	☐ Notify friends and family of new address. Send change of address cards. ☐ Schedule disconnection: of all utility services at old home, and connection at new home. ☐ Telephone, cell phone, gas, electricity, water, cable, satellite, internet. ☐ ☐ ☐ Change address: ☐ Banks, credit cards, magazines, employer, clubs, associations. ☐ ☐ ☐ Contact insurance company for moving coverage and to transfer policy to new home. ☐ Reserve elevators for move: apartments/condos. See if moving permits are required. ☐ Hold a second moving sale. Donate to charity. <i>Yes, you still have too much stuff.</i> ☐ Arrange for cleaning or repair of drapes, furniture, and carpet. ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
3 WEEKS	☐ Properly dispose of items that cannot be moved (paints, cleaners, propane, flammables). ☐ Recycle electronics, plastics, metals, papers, etc. ☐ Prepare automobile and driver licensing and registration (if moving out of state or province). ☐ For kids & pets: arrange child care or pet care for moving day. ☐ Start a file for new homeowner: (roof, maintenance, appliance manuals). ☐ Recycle electronics, plastics, metals, papers, etc. ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
2 WEEKS	☐ If moving yourself: Begin to pack bookshelves, kitchen, bedrooms, and bathroom. ☐ Prepare for sale or disposal of items not sold during garage or moving sales. ☐ Cancel newspapers. ☐ Notify all creditors of move. ☐ Service automobile before move. ☐ Return borrowed items (friends, library). Collect lent items (CDs, books, toys). ☐ Transfer prescriptions. Be sure to have enough medication on hand. ☐ Pick up laundry and dry cleaning. ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

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1 WEEK	☐ If using a mover: confirm date and time of packing and moving. ☐ If moving yourself: confirm moving truck. Confirm help with friends or moving team. Pack. ☐ Find a new home for plants or items that cannot be moved. ☐ Confirm travel arrangements. ☐ Pack a travel kit. Put aside critical items beforehand: ☐ Financial: check book, credit cards, cash, traveler's checks, and foreign currency. ☐ Travel: passports, birth certificates, ID, keys, flashlight, tools, papers for movers. ☐ Baby Care: diapers, stroller, car seat, medications, clothing. ☐ Children: toys, medications, books, clothing. ☐ Kitchen: dishes, utensils, food. ☐ Personal: bedding, clothing, toiletries, medicine, bandages. ☐ Pack a Suitcase: have items on hand in case movers are delayed with belongings. ☐ Cell Phone: keep the charger handy. ☐ Settle any bills with local businesses. ☐ Banking: transfer all financial and safe deposit box contents to new branch. ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
ONE DAY BEFORE	☐ If using a mover: let movers pack your belongings. ☐ If moving yourself: dismantle beds and large furniture. Continue packing items. ☐ Defrost refrigerator and freezer. ☐ Drain power equipment of oil and gas. Drain water hoses. ☐ Drain waterbed. ☐ Disconnect and prepare major appliances for move. ☐ Set aside items to travel with you (like a travel kit) to prevent it from being packed. ☐ Pack a box of items that will be needed first at new home. Mark "load last" on box. ☐ Confirm arrival time of moving van or truck. ☐ Confirm hotel or accommodation. ☐ Have several copies of directions to your new home printed out. ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

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MOVING DAY	☐ For kids & pets: Drop off kids & pets at pre-arranged care site. ☐ Make note of all utility meter readings. ☐ Confirm bill of lading and inventory before signing. Keep forms in a safe place. ☐ Do a final clean up of old home. Be sure to leave toilet paper and paper towels. Karma. ☐ If using a mover: be sure someone is at the old house to answer questions. ☐ If moving yourself: be sure helping friends and family have lunch. ☐ Breathe. Moving is stressful. ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
DELIVERY DAY	☐ Be available to answer any questions. ☐ Check boxes and belongings. Note on the inventory record any damage. ☐ Pay the truck driver, if applicable. ☐ Supervise loading and unloading of belongings. Direct placement of items. ☐ If using a mover: be prepared to pay the mover. Have cash on hand to tip. ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
ODDS & ENDS	☐ Install new batteries in smoke and carbon monoxide detectors in new home. ☐ Consider having your locks re-keyed. ☐ Register to vote. ☐ Start new newspaper subscription. ☐ Contact new affiliations: churches, places or worship, clubs, associations. ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐