SUGGESTED MOVING CHECKLIST

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8-9 Weeks Prior

- □ Create a realistic budget for moving expenses. If you're hiring professional movers, remember small things add up like tape, boxes, transportation, storage, etc.
- □ Request time off work for moving day. Give yourself ample time to get everything moved and settled, without the stress of work responsibilities sitting in the back of your mind.
- □ Get started on home renovations. If there is painting or major remodeling, you will want to get a head start on this sooner than later.
- □ Purge time! Go through every room of your house and begin getting rid of items you know you won't keep and identify any items that can be donated to charity.
- □ If you have children, make sure you reach out to their new school(s) for information on registration and transfer records if necessary.

6-7 Weeks Prior

- □ The worst kind of surprise is when your movers are at the door of your new home and you realize the couch just won't fit. Make sure to measure rooms and doorways and confirm all furniture will fit correctly.
- □ Create an excel spreadsheet of family members, friends, and colleagues who will need your new address and share it with them via email.
- □ Create a file for documenting all moving papers and receipts.
- □ Contact your doctor, dentist, and veterinarian to get copies of all records and arrange to transfer files to new health care providers. You can do this online if you have access to a patient portal.
- □ Continue to remove unnecessary/unwanted items from your closet, attic, basement, storage shed and garage.
- □ Use things you don't want to move, such as frozen foods and cleaning supplies.
- □ Decide what household items you want to keep.
- □ Start a possessions inventory.
- □ Solicit estimates from movers, if wanted.
- □ Call homeowners insurance agent to find out to what degree your move is covered.

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4-5 Weeks Prior

- □ Pack items that you need easy access to in an "essentials" box,
    - E.g., toilet paper, soap, bucket, rags, trash bags, chargers, box cutters, tape, handheld tools and extension cords, paper plates, snacks, paper towels, coffee maker/coffee, etc.
- □ You may want to set aside a few days of prescriptions/medicines, clothes, first aid kit, and other essentials you will need prior to the movers arriving at your new home and prior to unpacking.
- □ Contact your CPA for tax deductible information, if it's a long move.
- □ Contact utility companies and transfer or cancel service. Make sure they're aware of your move date and arrange for service and installation as needed. Also ask when to call for final readings.
    - E.g., gas, electric, oil, water, telephone, cable, trash, yard/driveway and any others you may use.
- □ Evaluate your possession inventory. Can you donate anything? Do you need all of it?
- □ Notify your friends, relatives, creditors, professionals services, subscriptions, etc…
- □ Begin the off-site storage process, if applicable
- □ If not already in process, continue with home repairs or any painting or major remodeling projects.
- □ Send furniture, drapes, and rugs for cleaning/repair, as needed.
- □ Make arrangements for carpet and or home cleaning prior to closing, if applicable.
- □ Gather auto licensing and registration documents, medical, dental and school records: birth certificates, wills, deeds, stock and other financial documentation, etc…
- □ Request refunds and unused homeowners' insurance security deposits with landlords, if applicable, and prepaid cable services.

2-4 Weeks Prior

- □ Make your moving plans.
- □ Arrange for childcare on moving day.
- □ Arrange for special transport for your pets and plants.
- □ Change your address with important service providers, such as your bank(s), credit card companies, subscriptions, and others. Don't forget to submit your address change to USPS.com.

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- □ Arrange to close current bank accounts and open new accounts in new locale, if necessary.
- □ Notify your state's motor vehicle bureau of your new address, if moving to a new state.
- □ Check insurance coverage in all areas. Contact insurance companies (e.g., auto, homeowners, medical, and life) to arrange for coverage in your new home.
- □ Contact your moving company or helpers and review arrangements for your move.
- □ Know the insurance your moving company provides will generally only cover the items they transport for you.
- □ Fill prescriptions for the next couple of weeks.

1-2 Weeks Prior

- □ Unplug, disassemble, and clean out appliances including refrigerator, stove top, oven, microwave, wine coolers, and others as applicable.
- □ Ensure all essential utilities like gas, electricity, water, and internet services are ready at your new home.
- □ Empty your safe deposit box if you have one.
- □ Defrost freezer, empty ice maker & ice cube trays.
- □ Disconnect and drain all appliances as applicable.
- □ Drain fuel from power equipment
- □ Have payment ready for movers
- □ Confirm travel arrangements
- □ Confirm arrival time of movers/helpers and pick-up time of rental truck.
- □ Confirm arrival and performance of any carpet and or home cleaning services.
- □ Gather and clean outdoor furniture.
- □ Return cable box, cable modem and DSL modem if necessary.
- □ Organize keys and garage door openers
- □ Pull out and set aside any instruction manuals for appliances, garage doors, HVAC systems, security and/or doorbell systems for new owners.
- □ Close safety deposit box, if applicable
- □ Clean house if no professional service has been employed.

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- □ Finish packing.
- □ Prepare food for moving day.
- □ Perform a mock walk-through and look for or finish repairs and/or touch-ups.

Moving Day

- □ Collect all keys, finish any last-minute touch-ups, and complete your walk-through. Do a final check of closets, cupboards, drawers, basement, and other areas where things may have been forgotten.
- □ Finalize any paperwork and ensure it's accessible.
- □ The cleaner the better. Remove all garbage and recycling.
- □ Disconnect from any security and/or doorbell systems.

Suggestions on How to Pack

- □ Cushion the bottom & sides of boxes first.
- □ Packed items should not exceed 30 pounds.
- □ When packing, go room by room.
- □ Begin your packing as early in the moving process as you can.
- □ Label all boxes by item & where in your new home, they should be placed.
- □ Pack heavy items in smaller boxes & light items in larger boxes.
- □ Thoroughly wrap your breakables in newsprint paper, paper towels, clothes, or bubble wrap, placing them in dresser drawers, containers with lids, large cans, etc. to minimize movement/compaction.
- □ Tape cords underneath all electrical appliances.
- □ Take photos of how things are wired, so you can reconnect them.
- □ Don't tape furniture, doors and drawers, as tape can cause damage: instead use rope or elastic to secure them.
- □ If you have children, let them feel they are part of the process by helping them pack their toys**.**