1-2 Months Before your Move

( ) Create folder/binder for moving records (Inventory list, receipts, estimates, etc.)
( ) Plan how you will move vehicles, plants, pets and valuables.
( ) Plan your moving method (truck rental, hiring movers, etc.) and get estimates.
( ) Check if your employer will provide moving benefits.
( ) Research storage facilities if needed.
( ) Schedule disconnection/connection of utilities at former and new residences.
   [ ] Phone [ ] Internet [ ] Cable [ ] Water [ ] Garbage [ ] Gas [ ] Electric
( ) Schedule transfer or get copies of records needed (Medical, Dental, School, etc.).
( ) Hold a garage sale, donate, sell or trash unnecessary items.
( ) Return any borrowed, checked-out or rented items.
( ) Make any home repairs that you have committed to.
( ) Plan how you will arrange furniture in your new home - use a floor plan or sketch.
( ) Acquire packing materials (boxes, tape, padding/stuffing, markers, etc.).
( ) Start using perishable items or canned goods that you don’t want to move.

3-4 Weeks Before your Move

( ) Finalize your moving method and make the necessary arrangements.
( ) Begin packing your non-essential items. Don’t forget to label boxes by room/contents.
( ) Separate valuable items to transport yourself - label these as DO NOT MOVE.
( ) Have a box for storing pieces, parts and essential tools that you will need to keep with you on moving day - label as PART/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 the post office or online at https://www.usps.com/umove/
( ) Provide important contacts with your new address.
   [ ] Family & Friends [ ] Employers [ ] Attorney [ ] Accountant [ ] Others
( ) Notify your insurance and credit card companies about change of address.
( ) Cancel auto pay plans and local accounts/memberships if necessary.
( ) Take your vehicle(s) in for a tune-up, especially if you are traveling very far.
( ) Get items back that you have lent out.
1-2 Weeks Before your Move

( ) Find someone to help watch small children on move day.
( ) Plan to take the day off for moving day.
( ) Pack items separately that you will need right away at your new home.
( ) Find useful things for your children to do - involve them as much as possible.
( ) Reconfirm your method of moving with those involved.
( ) Make sure your prescriptions are filled.
( ) Schedule cancellation of services for your (soon-to-be) previous residence.
   [ ] Newspaper [ ] Housecleaning [ ] Lawn [ ] Pool [ ] Water Delivery
( ) Check your furniture for damages - note any damages in your inventory list.
( ) Take furniture apart if necessary (desk, shelves, etc.).
( ) Make sure all paperwork for the old and new place is complete.
( ) Get rid of flammables such as paint, propane and gasoline.
( ) Empty your safe deposit box, secure those items for safe travel.
( ) Continue packing and clean as you go.
( ) Begin packing your suitcases with clothes and personal items for the trip.

2-4 Days Before your Move

( ) Confirm all moving details and that you have necessary paperwork.
( ) Make a “Plan of Action” for the day of the move.
( ) Plan when/how to pick up the truck, buy a padlock (if you are renting).
( ) Defrost your freezer and clean the fridge.
( ) Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc.).
( ) Set aside boxes/items that you are moving yourself (make sure you will have room).
( ) Prepare for the moving expenses (moving, food, lodging).
( ) Pack a bag for water bottles, pen/paper, snacks, documents, and essentials.

Moving Day!

( ) Remove bedding and take apart beds.
( ) Go early to pick up the truck if you rented one.
( ) Take movers/helpers through the house to inform them of what to do.
( ) Walk through the empty house - look for items left behind (behind door, open cabinets).
( ) Leave your contact info for new residents to forward mail.
( ) Take inventory before movers leave, sign bill of lading.
( ) Make sure your movers have the correct new address.
( ) Lock the windows and doors, turn off the lights.
( ) Put the padlock on the (rented) truck.
Moving Day Continued - At your new house

( ) Verify the utilities are working - water power, heating and cooling.
( ) Perform and initial inspection, note all damages. Take pictures if necessary.
( ) Clean the kitchen and vacuum as needed (especially where furniture will be going).
( ) Direct movers/helpers where to put things.
( ) Offer drinks and snacks, especially if the helpers are volunteers.
( ) Assemble beds.
( ) Begin unpacking, starting with the kitchen, bathroom and other essentials.

Moving In - Weeks 1-2

( ) Check for damages while unpacking - be aware of deadlines for insurance claims.
( ) Replace locks if necessary and make at least 2 copies of your new keys.
( ) Confirm that mail is now arriving at your new address.
( ) Make sure your previous utilities have been paid for and cancelled.
( ) Schedule a time to get a local driving license and update vehicle registration.
( ) Find new doctors, dentists, etc.
( ) After you are moved in, update your home inventory, including photos of rooms.
( ) Update your renters insurance or homeowners insurance if needed.

Complete your change of address checklist
[ ] Bank(s) [ ] Credit Cards [ ] IRS [ ] Loans [ ] Insurance [ ] Pension plans
[ ] Attorney [ ] Accountant [ ] Physician(s) [ ] Family Support [ ] Newspaper
[ ] Magazines [ ] Licenses [ ] Memberships

Welcome Home! You can begin your new adventure!