

# MOVING CHECKLIST I

## 6 Weeks Before Move

- Get estimates and hire a mover. Here are several questions to ask:
  - Are on site estimates offered?
  - How is pricing determined?
  - Will the movers pack items? If so, additional cost?
  - What insurance is included?
  - What additional charges may arise?
- Or, call and get an estimate on renting a moving truck.
- Get all estimates in writing, and request signed copies.
- Contact your insurance company for additional coverage (optional).
- Create a binder to hold all move-related paperwork (checklist, contracts, and receipts).
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## 5 Weeks Before Move

- Conduct a room-by room survey. Sort items to keep, donate, discard & sell.
- Organize & hold a garage sale, if desired.
- Have valuable items appraised. Photograph or videotape – note any damage.
- Phone to arrange for transfer of homeowners/rental insurance.
- Locate health practitioners in the community you are moving to, make arrangements to have standing prescriptions at a pharmacy near your new home.
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## 4 Weeks Before Move

Gather packing supplies, including:

- Boxes (various sizes, wardrobe & specialty boxes)
- Box cutters
- Tape (packing, masking, blue painters)
- Tape dispensers
- Wrapping Materials (bubble, plastic, tissue paper)
- Labels
- Fill out change of address with post office.
- Send friends and family a we're moving announcement.
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## 3 Weeks Before Move

- Pack contents of garage, attic, and storage areas, as well as other infrequently used items.
- Mark boxes and furniture with appropriate labels.
- Label and number each box. Keep a master inventory list with contents of each box.
- Make arrangements to have electricity, phone, gas, water, sewer, garbage/recycling, cable/satellite disconnected in your old home the day you leave and installed in the new home the day before you arrive.
- Call a locksmith to have your new home locks changed on moving day or shortly thereafter.
- Arrange to have a cleaning company prepare the new home before you arrive, if desired.
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## 2 Weeks Before Move

- Pack the bulk of your items.
- Notify magazines, newspapers, banks, credit card companies for your new address.
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## 1 Week Before Move

- Print an information sheet for the movers. Include new address, directions & your cell phone number.
- Finish packing. Set aside enough clothing for the week ahead plus a suitcase to pack.
- Place small valuables & important documents in a box/bag. Ask a friend to hold onto it until you are settled, or keep it in a safe place on moving day.
- Discard any hazardous materials that cannot be moved in the moving truck.
- Create a last out, first in box with all day to day necessities, including any of the following that are applicable:
  - Bedding
  - Towel
  - Toiletries
  - Toilet paper
  - Basic tools
  - Cleaning supplies
  - Medications
  - Snacks
  - A few dishes
- Consider hiring a cleaning company to come in and do a quick clean after the movers leave or schedule a day that you will come back and make sure everything is in place for the new occupants.
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## Moving Day

- Do a walk-through before movers arrive to make sure everything is packed.
- Make sure there are no items left behind.
- Give keys to the REALTOR® or property manager.
- Arrange for someone to direct the movers at your new home.
- Read all the registers and record the readings.
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## Moving Into Your New Home

- Arrange for someone to direct the movers at your new home. Ensure they have a copy of the master packing list and are taking inventory, as boxes are unloaded.
- Inspect for damage. Photograph any relevant items before signing the release.
- Test faucets, toilets, utilities, smoke detectors & phone systems.
- Begin to unpack
- Flatten boxes. Set them out for recycling or store for future use.
- Enjoy your new home!
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## Within 30 Days of Your Move

- Pick up mail being held at the local post office.
- Change of address.
  - Driver's License
  - Voter's Registration
  - Auto Registration
- Contact Welcome Wagon, if you desire.
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# Master List Moving

Page \_\_\_\_ of \_\_\_\_

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Original Loading Address

\_\_\_\_\_  
Destination |

**Box No.**

**Room**

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