



Checklist for Moving

Six weeks before:

- Take an inventory of your belongings as you pack in case you have to file a claim later.
- Check with your homeowner's insurance to make sure you're covered during your move.
- Fill out the post office change of address form and send copies to all organizations, publications, utilities companies, the IRS, and so on.
- Get referrals for doctors and other professionals in your new area. Arrange for a transfer of records from doctors, veterinarians, schools and accountants. Don't forget medical prescriptions.
- Start to use up perishable food items.
- Establish new banking relationship
- Eliminate everything you won't be moving
- Call mover for estimate
- Arrange for packing cartons needed
- Return things borrowed, collect things loaned
- Collect clothing to donate
- Decide what items of low value, high weight you are going to give to charity. Get a signed receipt for what you give away for your tax return.
- Do your packing a little at a time. Don't wear yourself out.
- Have a garage sale to eliminate articles you don't want to move

Four weeks before:

- Contact utilities with current and new addresses to arrange connect/disconnect dates.
- Collect all important papers to carry with you, preferable in a fire-safe lockbox. Include home purchase/sale records, financial records, stock certificates, birth certificates, passports and other important papers. Don't leave the box unattended in your car while staying overnight at hotels. Take it with you.
- Don't leave your valuable jewelry or heirlooms in the care of the movers. Take them with you.
- Arrange for hotels or rental cars as needed.
- Arrange to close your bank accounts and reopen in new location.
- Return any library materials, pick up dry cleaning or items being repaired, return or pick up items borrowed from or loaned to neighbors and friends.
- Transfer insurance records
- Check auto licensing requirements
- Have car turned-up for the trip. Check oil, water battery and tires.



One week before:

- Confirm travel reservations.
- Defrost and clean freezer and refrigerator. Put a deodorizer inside.
- Have vehicles serviced for move.
- Cancel newspapers and other services.
- Give a friend your travel itinerary and emergency contact information.
- Close local charge accounts
- Arrange pet shipment and immunization records
- Have bank transfer accounts and release safe deposit box
- Arrange to disconnect utilities
- Arrange to connect same at new home
- Pack suitcase
- Plan travel games, activities.
- Set things aside to pack in car
- Get sitter for moving day
- If traveling with pets, get pet tranquilizers for the trip. Make sure vaccinations and papers are in order.
- Make up "Do not Move" cartons for articles to be taken in car.

Moving day:

- Accompany the van operator during inventory of things to be moved
- Sign and save copy of bills of lading. Be sure delivery address and place you can be reached enroute are OK.
- Confirm delivery date and time
- Ask to be advised of final cost. (Determine after van is weighed.) Then, make sure you'll have cash, money order or certified check to pay before van is unloaded at destination.
- Strip beds, but leave fitted bottom sheets on mattresses.
- Have your vacuum ready to clean bed rails, piano backs, and other hard-to-move items.
- Before leaving house, check each room and closet, make sure windows are down and lights out.
- Lock all doors and windows and drop off keys to realtor, neighbor or new owners