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## Moving Checklist

***Congratulations!*** You have closed on your home and now you are ready to move! The next few pages contain tips and checklists so that your move is as organized and effortless as possible. Think about your move as a series of small projects that you can begin while your home is under contract. Your move will progress as your contract and closing progresses. That way, when the day comes to physically move your belongings, most of the details will be taken care of.

***Keep detailed records –some moving expenses are tax deductible!***

# Moving Checklist

## Two Months Before Moving

- ☐ Sort through your belongings to reduce the number of things to move
- ☐ Have a garage sale or donate items you no longer need.
- ☐ Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare
- ☐ Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
- ☐ If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.
- ☐ Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.
- ☐ Place your legal, medical, financial, and insurance records in a safe and accessible place.
- ☐ Purchase insurance coverage for valuables to be moved.
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## One Month Before Moving

- ☐ Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).

- ☐ If you're driving, get your car tuned up.
- ☐ Make travel arrangements for your pets.
- ☐ Get medical records from your doctors, dentist, optometrist, and veterinarian.
- ☐ Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- ☐ Backup important computer files to a flash drive or cloud drive.
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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Two Weeks Before Moving

- ☐ Contact your utilities companies and notify them of your move.
- ☐ Identify and Sign up for services at your new location the day before your move in date.
- ☐ Call friends and family and recruit help
- ☐ Confirm your travel reservations
- ☐ Arrange to close or transfer your bank account(s)
- ☐ Pick up items in your safety deposit box
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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## One Week Before Moving

- ☐ Pick up items from repair shops, cleaners, or friends who've borrowed your stuff 😊
- ☐ Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack
- ☐ Finish packing all boxes, less what you will need in the final week. Think of it as going on vacation, pack everything but the bare necessities.
- ☐ Notify the post office of your move and have your mail forwarded to your new address
- ☐ Send change of address cards to the following:
- ☐ Friend and Family
- ☐ Banks, Insurance Co's, Credit Card Co's, and other financial institutions
- ☐ Magazines and Newspapers
- ☐ Doctors, Lawyers, Accountants, and other Service Providers

- ☐ Federal and State tax authorities and other government agencies as needed
- ☐ If you hold state or federal professional licenses, notify them.
- ☐ Workplace, Schools and other Organizations which you belong to.
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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## The Day Before Moving

- ☐ Set aside moving materials and tools you'll likely need during the move. Ex. Tape measure, screwdriver, adjustable wrench, pocket knife, scissors, tape, etc.
- ☐ Pad corners and stairways to protect them.
- ☐ Lay old sheets on the entry and hallways to protect flooring.
- ☐ Remove hanging fixtures
- ☐ If you are moving yourself, pick up the rental truck. Don't forget dollies, blankets, and tiedowns.
- ☐ If you are driving, check your car's oil, tire pressure and gas
- ☐ If you are flying, make sure you have your tickets, proper identification and other essential information
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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Moving Day – Things to Carry with You

- ☐ The keys to your new home
- ☐ A map of your new town and directions to your home
- ☐ The telephone number to the moving company
- ☐ Documentation related to the sale of your home
- ☐ Your insurance policies and agent's phone number
- ☐ Prescription and non-prescription medicines
- ☐ Enough clothes to get by if movers are late.
- ☐ Any items of great personal use that are irreplaceable
- ☐ Sheet's, towels. and other personal necessities for the first night in your new home

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Arrival Day

- ☐ The keys to your new home
- ☐ Show movers where to place furniture and boxes
- ☐ Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet
- ☐ Unpack any valuable items, such as silver, art, and jewelry, upon arrival
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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Packing Checklist

*Tips to make your move a little bit easier*

## Packing Tips

- ☐ Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
- ☐ Collect cushioning material such as bubble wrap, styrofoam, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels for padding
- ☐ Create a "portable packing kit" with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- ☐ Gather boxes in all sizes from friends, neighbors, and stores
- ☐ Reinforce the bottom of boxes with extra tape for added strength.
- ☐ Label each box with the name of the room in your home where it should be placed. Try using colored markers for each room. Blue for living room, Yellow for Master Bedroom, Green for kitchen, etc.

- ☐ Label boxes containing fragile items with large red lettering.
- ☐ Place china in plastic bags and stack plates upright on their sides, not flat
- ☐ Keep boxes to 50 pounds or less
- ☐ Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don't pack all your books into one box!)
- ☐ Don't move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.

# Packing Checklist

## *Packing Room by Room*

### Master Bedroom

- ☐ Closets
- ☐ Dressers and contents
- ☐ Furniture: bed, dressers, night stands, and desk
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Bedroom 1

- ☐ Closets
- ☐ Dressers and contents
- ☐ Furniture: bed, dressers, night stands, and desk
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Bedroom 2

- ☐ Closets
- ☐ Dressers and contents
- ☐ Furniture: bed, dressers, night stands, and desk
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

☐ \_\_\_\_\_

### Bedroom 3

- ☐ Closets
- ☐ Dressers and contents
- ☐ Furniture: bed, dressers, night stands, and desk

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### Kitchen

- ☐ Cupboards/Pantry
- ☐ Drawers
- ☐ Cabinets
- ☐ Small Appliances
- ☐ Under the sink
- ☐ Junk Drawer 🙄

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### Dining Room

- ☐ China cabinet or hutch
- ☐ Light fixture and lamps
- ☐ Tables and chairs
- ☐ Rugs

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☐ \_\_\_\_\_

## Living Room

- ☐ Book cases and content
- ☐ Entertainment center and contents
- ☐ Decorations and artwork
- ☐ Lamps
- ☐ Couches, end tables, chairs etc.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Family Room

- ☐ Book cases and content
- ☐ Entertainment center and contents
- ☐ Decorations and artwork
- ☐ Lamps
- ☐ Couches, end tables, chairs etc.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Study / Office

- ☐ Computer, Monitor, Printer
- ☐ Desk and contents
- ☐ File Cabinets and contents
- ☐ Reference Material
- ☐ Decorations, art, awards, etc.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

☐ \_\_\_\_\_

## Bathrooms

☐ Cabinets and contents

☐ Linens and towels

☐ Medicine cabinet

☐ Decorations

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☐ \_\_\_\_\_

☐ \_\_\_\_\_

## Garage

☐ Yard Equipment

☐ Tools

☐ Maintenance Equipment

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☐ \_\_\_\_\_

☐ \_\_\_\_\_

## Attic

☐ Trunks

☐ Boxes

☐ Seasonal Decorations

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☐ \_\_\_\_\_

## Other

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☐ \_\_\_\_\_

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## Helping Children Cope with the Move

1. Show the children the new home and their new room prior to moving. If this is not possible, pictures or videos will help them visualize where they are going.
2. Assure children that you won't forget their friends.
3. Make a scrapbook of the old home and neighborhood.
4. Throw a good-bye party. At the party, have their friends sign a t-shirt.
5. Have your children write good-bye letters and enclose their new address. You may wish to call the other children's parents so that they will encourage return letters.
6. When packing, give your children their own box and let them decorate it.
7. Start a scrapbook for your new home.
8. Visit your children's new school, park, church, etc... Take a camera.
9. Help your children invite new friends over to your new home.
10. Let your children choose a new favorite restaurant. This will help them feel in control of their New World.
11. Encourage them to send letters about their new home to their friends.
12. Involve your children in groups, sports, and activities like the ones they used to participate in.

***Remember, even if you only lived in a home for a few years, to a young child it is nearly their entire lifetime.***