

TEMPLATE

Six Weeks Before

- ☐ Hire a mover. Ask friends for recommendations for movers. Get quotes from at least three licensed companies.

Be sure to ask the following questions:

- Are on-site estimates offered?
- How is pricing determined?
- Will the movers pack items? (If so, at what additional cost?)
- Is the quote binding or nonbinding?
- What insurance is included?
- What additional charges may arise?

- ☐ Request a copy of the signed contract.
- ☐ Contact your insurance company for additional coverage (optional).
- ☐ Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

Five Weeks Before

- ☐ Conduct a room-by-room survey. Sort items to keep, donate, discard, and sell.
- ☐ Hold a garage sale if desired.
- ☐ Have valuable items appraised. Photograph or videotape them. Upload images onto the computer, and save them to a CD.

Four Weeks Before

Gather packing supplies, including:

- ☐ Boxes (various sizes; wardrobe boxes)
- ☐ Box cutters
- ☐ Tape (packing, masking, blue painters')
- ☐ Tape dispensers
- ☐ Wrapping material (bubble, plastic, tissue paper)
- ☐ Labels
- ☐ Colored stickers

Other:

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Three Weeks Before

- ☐ Pack contents of garage, attic, and storage areas, as well as other infrequently used items (books, holiday decorations).
- ☐ Assign a color to each room. Mark boxes and furniture with appropriate stickers (see label template).
- ☐ Label and number each box. Keep a master inventory list with contents of each box.
- ☐ Have utilities and phone/Internet services disconnected in the old home the day after you leave and installed in the new home the day before you arrive.
- ☐ Call a locksmith to have your new home's locks changed on moving day or before.
- ☐ Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave if desired.
- ☐ Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

Two Weeks Before

- ☐ Pack the bulk of your items.
- ☐ Complete a change-of-address form online (usps.com) or at the post office.
- ☐ Notify magazines, newspapers, banks, and credit card companies of your new address.

One Week Before

- ☐ Print an information sheet for the movers. Include the old and new addresses, directions, and your cell phone number.
- ☐ Get a cashier's check made for the movers if necessary. Withdraw cash for the tip.
- ☐ Finish packing. Set aside enough clothing for the week ahead, plus a suitcase or two for those items.
- ☐ Put small valuables and important documents in a box or bag. Ask a friend to hold on to it until you're settled, or lock it in the trunk of your car on moving day.
- ☐ Create a last-out, first-in box with all day-to-day necessities, including any of the following that are applicable:
 - ☐ Bedding
 - ☐ Towels
 - ☐ Toiletries
 - ☐ Toilet paper
 - ☐ Basic tools
 - ☐ Cleaning supplies
 - ☐ Medications
 - ☐ Camera (to document items broken in transit)
 - ☐ Snacks
 - ☐ A few dishes and utensils

Other:

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 real estate agent or landlord.
- ☐ Arrange for someone to direct the movers at your new home.
- ☐ Check items off the inventory list as they are unloaded.
- ☐ Inspect for damages. Photograph relevant items before signing the release (sometimes referred to as a bill of lading).
- ☐ Test faucets, toilets, utilities, phones, smoke detectors, and security systems.
- ☐ Turn on water heater if necessary.
- ☐ Begin to unpack.
- ☐ Flatten boxes. Set them out for recycling, or store for future use.