

Helpful Moving Checklist

Eight weeks before your move checklist

- Inventory sheets** Create an inventory sheet listing all major items which are to be moved.
- Research moving options** Decide if you'll be doing it yourself, or using a moving company.
- Request moving quotes** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services within moving companies.
- Discard unnecessary items** Moving is a great time for getting rid of unnecessary items. Have a yard sale or donate unnecessary items to charity.
- Packing materials** Gather moving boxes and packing materials for your move.
- Contact insurance companies** to cancel/transfer your insurance policy.
- Seek employer benefits** If your move is work-related, your employer may provide funding for moving expenses. Your human resources rep should have information on this policy

Four weeks before a move checklist

- Contact utility companies** Set utility turnoff date, seek refunds and deposits and notify them of your new address.
- Obtain your medical records** Contact your doctors, physicians, dentists and other medical specialists who may currently be retaining any of your family's medical records. obtain these records or make plans for them to be delivered to your new medical facilities.
- Note food inventory levels** Check your cupboards, refrigerator and freezer to use up as much of your perishable food as possible.
- Small engines** Service small engines for your move by extracting gas and oil from the machines. This will reduce the chance to catch fire during your move.
- Borrowed and rented items** Return items which you may have borrowed or rented. Collect items back that you have loaned to others.

One week before the move checklist

- Your change of address** Go to the Postal Service and fill out a change of address form.
- Bank accounts** Transfer or close bank and financial accounts. Make sure to have a money order or checks on hand for paying the moving company.
- Service automobiles** If automobiles are to be driven long distances have them serviced prior to the drive.
- Cancel services** Notify any remaining service providers (newspapers, lawn services, etc) of your move.
- Travel items** Set aside all items you'll need while traveling and those you'll immediately need upon your arrival to your new home. If you're packing them into the moving truck, pack them in last.

Moving day checklist

- Plan your itinerary** Make plans to spend the entire day at the house or at least until the movers are on their way. Someone will need to be around to make decisions. Make plans for kids and pets to be at the sitters for the day.
- Review the house** Once the house is empty, check the entire house (closets, the attic, basement, etc) to ensure no items are left or no home issues exist.
- Sign the bill of lading** Once your satisfied with the mover's packing your items into the truck, sign the bill of lading. If possible, accompany your mover while the moving truck is weighed.
- Double check with your mover** Ensure your mover has the proper new address and all of your most recent contact information should they have any questions during your move.
- Vacating your home** Make sure utilities are off, doors and windows are locked, notify your real estate agent you've left the property and drop off keys