Moving Checklist

What to do before you move…

✔ 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).
☐ Make travel arrangements for your pets.
☐ If you’re driving, have your car tuned up.
☐ Get medical records from your doctors, dentist, optometrist, and veterinarian.
☐ Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
☐ Back up important computer files to floppy disk.
Moving Checklist (continued)

What to do before you move…

☑️ Two weeks before moving
- Contact your utility companies and notify them of your move.
- Sign up for services at your new address.
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day.
- Confirm your travel reservations.
- Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.

☑️ One week before moving
- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- Finish packing all boxes except what you’ll need in the final week.
- Inform the post office of your upcoming move.

*Send change-of-address cards with your new address and phone number to:*
- Friends and family
- Banks, insurance companies, credit card companies, and other financial institutions
- Magazines and newspapers
- Doctors, lawyers, accountants, agents, and other service providers
- State and federal tax authorities and any other government agencies as needed
- Workplace, schools, and alma maters

☑️ The day before
- Set aside moving materials, such as tape measure, pocketknife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- If you are driving, check oil, tire pressure, and gas in your car.
- If you are flying, make sure you have tickets, charge cards and other essentials.
Moving Checklist (continued)

What to do before you move…

☑ Moving Day

*Carry with you:*

☐ The keys to your new home.
☐ A map of your new town and directions to your home.
☐ The telephone number of the moving company.
☐ Cash or traveler’s checks.
☐ Documentation related to the sale of your home.
☐ Your insurance policies and agent’s phone number.
☐ Your current address book or personal planner.
☐ Prescription and non-prescription medicines.
☐ Enough clothing to get by if the movers are late.
☐ The telephone number of the moving company.
☐ Cash or traveler’s checks.
☐ Any items of great personal value to you that are virtually irreplaceable.
☐ Back-up copies of important computer files.
☐ Sheets, towels and personal hygiene items for the first night in your new home.

☑ Arrival Day

☐ 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.