

1-2 Months Before Move

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan method (truck rental, hiring movers, etc) and get estimates
- See if your employer will provide moving expense benefits
- Research storage facilities needed
- Schedule disconnection/connection of utilities at old and new locations
 - Phone Internet Cable Water Trash Gas Electric Alarm
- Plan how you will move vehicles, plants, pets and valuables
- Create floor plan or sketch of furniture arrangement in new location
- Hold a garage sale, donate, sell, or trash unnecessary items
- Schedule transfer of records (medical, school children, etc.)
- Get copies of records needed (medical, dental, etc.)
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Make any home repairs that you committed to make
- Return borrowed, checked-out and rented items
- Get things back that you have lent out
- Start using up stored foods

3-4 Weeks Before Move

- Finalize moving method and make necessary arrangements
- Begin packing non-essential items
- Label all boxes by room and contents
- Separate valuable items to self carry & label as DO NOT MOVE
- Create box for storing pieces, parts and essential tools to keep with you on move day - label as PARTS / DO NOT MOVE
- Create an inventory list of items and box contents, including serial numbers of major items -update your home inventory
- Fill out *Change of Address* form at a post office or USPS.com
- Provide important contacts with your new address:
 - Employers Family & Friends Attorney Accountant Others
- Notify your insurance and credit card companies of change of address
- Cancel automatic payments and memberships needed
- Take your vehicle(s) in for service or a tune-up

1-2 Weeks Before Move

- Continue to pack and clean
- Pack items separately that need quick access at new place
- Plan to take the day off for moving day
- Find useful activities to involve your children in move process
- Select babysitter for small children on move day

- Begin to pack your suitcases with clothes and personal items for the trip
- Reconfirm all moving vendor arrangements
- Fill medication prescriptions
- Empty out your safe deposit box, secure those items for safe travel
- Schedule service cancellations for old location
 - Newspaper Housecleaning Lawn Pool Water Delivery
- Check your furniture for damages - note damages on your inventory
- Take furniture apart if necessary (desks, shelves, etc.)
- Make sure all paperwork for the old and new place is complete
- Notify credit card companies of move and account activity
- Discard flammables (paint, propane, gasoline, etc.)
- Use up perishable foods

2-4 Days Before Move

- Confirm all moving details and necessary paperwork
- Make a moving day schedule
- Plan when/how to pick up rented truck and buy padlock
- Prepare for moving expenses (moving, food, lodging)
- Clean and discard items as you pack boxes
- Defrost your freezer and clean refrigerator
- Prepare kit of essential tools to be handy (screwdrivers, wrench, pliers, tape, etc)
- Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
- Set aside boxes/items for self carrying and make sure you have room

Moving Day

- Remove bedding and take apart beds
- Pick up rented truck if applicable
- Walk movers/helpers through house to instruct them
- Do walk through of empty place for things left (look behind doors & check attic)
- Leave new contact info with new residents for mail received
- Take inventory before movers leave, sign bill of lading
- Make sure your movers have correct new address
- Lock the windows and doors, turn off the lights
- Use a padlock to lock up a rented truck
 - At your new place ...*
- Verify utilities are working - electricity, water, heat, and air
- Perform an initial inspection, note all damages, take photographs if needed
- Clean kitchen and vacuum house
- Direct movers/helpers where things go
- Supply drinks and snacks to helpers and volunteers
- Assemble beds with bedding
- Begin unpacking in kitchen, bathroom and of essentials

Moving In - Weeks 1-2

- Check for damage while unpacking - file insurance claim if needed
- Change locks and make 2-3 copies of new keys
- Confirm mail is arriving at your new address
- Make sure your final utilities bills are paid on old location
- Complete your change of address checklist
 - Bank(s) Credit Cards IRS Loans Insurance Pension plans
 - Attorney Accountant Physicians Family
 - Newspapers Magazines Licenses Memberships
- Get new drivers license and update vehicle registration(s)
- Get new phonebooks
- Find new doctors, dentists, etc, in area
- After unpacking, update home inventory and take room photos
- Update renters or homeowners insurance needed