

Moving Checklist

When it comes to moving there are so many things to do that it's easy to forget a few. Here is a checklist that is easy to follow, simply check the box in each category upon completion. Once you've completed all of the categories your move should have gone as smoothly as possible.

30 to 15 Days Before Moving

- Sell or give anything away you won't move. Plan a garage sale.
- Make a list of everything to be moved.
- After getting several estimates, arrange moving details with the mover you have chosen.
- Consider insurance on movables.
- Estimate packing cartons needed and purchase them.
- Gather and store dental, medical and pet's veterinary records. Ask for a professional referral for a new doctor, dentist and veterinarian.
- Pick up Change of Address Moving Kit from Post Office.
- Send out change-of-address cards, especially to old and new neighborhood post offices.
- Contact children's school and have transcripts forwarded.
- Close area charge accounts and arrange for bills to be forwarded.
- Request that your credit bureau file be transferred to the credit bureau in your new city.
- Make travel plans by plotting itinerary.
- Ask your employer to forward you W-2 and other tax forms.
- For tax purposes, keep a record of all moving expenses and keep receipts of any items you donate to charity.
- Arrange for disconnection of utilities and final meter readings and also for re-connection at your new location.
- If your car or other possessions are not fully paid for, notify your bank or lending facility if you are moving them out of state.
- Notify your pastor, priest or rabbi, and inquire about a place of worship near your home.

14 Days Before Moving

- Pack one room at a time and label all boxes as to what's in them and the room in your new house they should go to. Label furniture as to the room it should go to.
- Make sure you return items you've borrowed from library and friends.
- Collect items you've loaned out.
- Resign memberships to clubs.
- Check to see if your large appliances need to be prepared for moving.

- If car is to be towed, arrange for tow bar.
- Arrange the transfer of important documents and fine jewelry.
- Arrange farewell visits.

7 Days Before Moving

- Arrange the cancellation of newspaper and other home deliveries.
- Send out clothes that need cleaning.
- Ask bank to release safe deposit box and transfer account to new bank.
- Arrange for sitter on moving day.
- Arrange for cash, travelers checks, or certified checks. (Movers usually require cash or certified checks.)
- Get tranquilizers for your pet if it will accompany you in the car.
- Drain gas from your lawn mower and dispose of flammable items.
- The following items should not be packed: aerosol cans, paint cans, bleach, alcohol, cleaning fluids, ammunition, perishable food, perfume, medicine, nail polish remover or anything else that could leak.
- Arrange to have your phone disconnected. Find out whether you can take your phone with you. Ask about credits for phones at new location.
- Transfer your insurance so you will be covered at your new home.

Day Before Moving

- Prepare a first aid kit for your trip. Include your daily medical needs.
- Pick up clothing and items sent out for repair and cleaning.
- Pack a suitcase you can live out of, if necessary, for the first three days in your new home.
- Empty and defrost refrigerator and freezer and let them air dry for a day. Deodorize large appliances with baking soda or coffee.
- If you live on a busy thoroughfare, request police to place "No Parking" signs in front of your house so moving van won't disrupt traffic.
- Remember to leave the keys to your old property with your real estate agent, landlord or neighbor.
- Save your phone book for tying up any loose ends when you get to your new residence.

Moving Day

- Make final check guarantee appliances are ready to be moved.
- If you haven't already done so, give mover detailed, written directions to new address.
- After van is packed and weighed, determine final moving bill. Make sure you have payment ready before van is unloaded at new address.
- Confirm arrival date and time.
- Pack vacuum last so you can reach it easily to clean new home.

- Sign and save copy of bills of lading. Give mover address of place you can be reached enroute to new destination.
- Before you leave, check every room, closets and the attic a final time.
- Check locks on doors and windows.

When You Arrive

- Be on hand for unloading and to supervise your furniture placement and delivery of packed boxes.
- Inventory your belongings and make notes of damage or missing items.
- Have the utility company check appliances for proper operation.
- Check electrical wiring and fuses.
- Check water turn-off valves.
- Start newspaper and other home deliveries.
- Arrange for a safe deposit box.
- Have your will revised if you've moved out of state in which it was drawn.
- Relax! Organization has taken a lot of the worry out of moving.