

MOVING CHECKLIST

Eight Weeks Before Moving

- Choose a mover or truck rental company.
- Get a few estimates from moving companies.
- Get costs from at least two truck rental companies.
- Keep track of estimates, receipts and other important information.
- Make an inventory of your household goods and begin to remove clutter.
- Create a floor plan of your new home for furniture and appliance placement.
- Start deciding which function each room will serve.
- Start researching your new community.

Seven Weeks Before Moving

- Arrange for school, veterinarian, medical and dental records to be transferred.
- Get copies of any legal and financial records you need.
- Call your insurance agent to see what changes to expect in your policies.
- Contact organizations you have joined to ask how you can end or transfer your membership.

Six Weeks Before Moving

- Have antiques, pieces of art, and other valuables appraised.
- Make a list of things that are difficult to replace for shipping them.
- Make a list of friends, relatives and businesses who need to be notified of your move.
- Obtain and fill out post office change-of-address cards.
- Take inventory and decide what to get rid of.
- Start planning a yard sale or contact your local charities.
- Subscribe to the newspaper in your new hometown.
- Make arrangements for storage if necessary.
- Start using foods and cleaning supplies that cannot be moved.
- Clean all closets and drawers.

Five Weeks Before Moving

- Advertise and host your garage sale.
- Start collecting boxes and other packing supplies.
- Start packing items you don't use often.
- Plan ahead for parking.
- Plan for short-term or long-term storage at destination if needed.

Four Weeks Before Moving

- Call your newspaper courier and set a date to cancel your subscription.
- Arrange for cleaning and repair of furniture, drapes, and carpeting.
- Arrange for special transportation of your pets and plants if necessary.
- Check to see if you need any moving permits.
- Fill out an IRS change of address form.
- Set up a checking account in your new city .
- Check into the laws and requirements of your new city regarding home-based businesses, professional tests, business licenses and any special laws that might be applicable to you.
- Take pictures or video tape your belongings.
- Record serial numbers of electronic equipment.

Three Weeks Before Moving

- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up.
- Retrieve any items out on loan.

- Contact your utility companies on both ends of the move to order dates for termination or turn-on.
- Decide if you will keep your plants or give them away.
- Dispose of flammables, corrosives and poisons.
- Have your automobile(s) serviced.
- If you're moving from a warm climate to a cold one, check your antifreeze.
- If you are moving into or out of an apartment, arrange to use the elevator on your move day.
- Prepare auto registration for transfer.
- Make child-care arrangements for moving day.
- Hold your moving sale.

Two Weeks Before Moving

- Arrange for disposal of anything not sold at your moving sale.
- Contact your bank and/or credit union to transfer or close accounts.
- Clear out safety deposit boxes.
- Pick up traveler's checks or cash for "on the road" expenses.
- Confirm parking for your trailer.
- Notify any creditors of your move.
- Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.
- Assemble a folder of important information about the house for the new owner of your home.
- Pick up laundry.

One Week Before Moving

- Arrange for help on moving day.
- Close bank accounts and have your funds wired to your new bank.
- Obtain cash or traveler's checks for the trip and to pay the movers.
- Confirm travel reservations.
- Drain all gas and oil from your mower and other motors.
- Clean rugs and clothing and have them wrapped for moving.
- Drain water hoses and waterbed.
- Empty, defrost and clean your refrigerator.
- Notify friends and family of your new address and phone number.
- Inform electric, disposal, water, newspaper, magazine subscription, telephone and cable companies of your move.
- Have appliances serviced for moving.
- If moving yourself, dismantle beds and other large furniture.
- Find new homes for plants that will not be moved.
- Set aside anything that will travel in your car so it will not be loaded on the truck.

Moving Out

- Inspect your trailer for cleanliness and leaks before signing for delivery.
- Read your bill of lading and note on the inventory paperwork any damaged items.
- Supervise unloading and unpacking.
- Be prepared to pay with cash or traveler's checks.
- Load your goods in a pre-designated order.
- Double check closets, drawers, shelves, attic and garage to be sure they are empty.
- Make sure the destination address and contact information is correct.
- Leave a note with your new address in the house.
- Keep a friend or family member informed of your plans in case of an emergency.
- Carry important documents, currency and jewelry yourself, or use registered mail.

Moving In

- Arrive at your new home ahead of your shipment.
- Check appliances and systems and arrange for repairs if necessary.
- Show the driver where you want the trailer parked and sign for delivery.

After the Move

- Get a new driver's license and new tags.
- Shop around for new insurance policies.
- Revise legal papers to avoid longer probate and higher legal fees.
- Locate the hospitals, police stations, veterinarian and fire stations near your home.
- Contact the local paper for a new subscription.
- Register to vote.