

Moving Checklist

Moving Day

Old Address _____

Old Phone # _____
Old Email _____

New Address _____

New Phone # _____
New Email _____

Realtor _____
Address _____

Phone # _____
Email _____
Website _____

Old Landlord _____
Address _____

Phone # _____
Email _____

New Landlord / Seller _____
Address _____

Phone # _____
Email _____

Movers _____
Address _____

Phone # _____
Email _____
Website _____
Customer # _____

Moving Insurance _____
Address _____

Phone # _____
Email _____
Website _____
Customer # _____

Old Utilities and Services

Electric
Address
Phone #
Email
Website
Customer #
Turn Off Date

Gas
Address
Phone #
Email
Website
Customer #
Turn Off Date

Water
Address
Phone #
Email
Website
Customer #
Turn Off Date

Sewer
Address
Phone #
Email
Website
Customer #
Turn Off Date

Garbage
Address
Phone #
Email
Website
Customer #
Turn Off Date

Moving Checklist

Moving Day

Telephone (Local)
Address
Phone #
Email
Website
Customer #
Turn Off Date

Telephone (Long Dist.)
Address
Phone #
Email
Website
Customer #
Turn Off Date

Internet
Address
Phone #
Email
Website
Customer #
Turn Off Date

Television
Address
Phone #
Email
Website
Customer #
Turn Off Date

Yard Care
Address
Phone #
Email
Website
Customer #
Turn Off Date

New Utilities and Services

Electric
Address
Phone #
Email
Website
Customer #
Turn On Date

Gas
Address
Phone #
Email
Website
Customer #
Turn On Date

Water
Address
Phone #
Email
Website
Customer #
Turn On Date

Sewer
Address
Phone #
Email
Website
Customer #
Turn On Date

Garbage
Address
Phone #
Email
Website
Customer #
Turn On Date

Moving Checklist

Moving Day

Telephone (Local)
Address
Phone #
Email
Website
Customer #
Turn On Date

Telephone (Long Dist.)
Address
Phone #
Email
Website
Customer #
Turn On Date

Internet
Address
Phone #
Email
Website
Customer #
Turn On Date

Television
Address
Phone #
Email
Website
Customer #
Turn On Date

Yard Care
Address
Phone #
Email
Website
Customer #
Turn On Date

To Do ASAP

- ❑ Get rid of unwanted items and items you don't want to move (e.g. yard sale, donation, etc.)
- ❑ Start collecting packing materials
- ❑ If you're moving yourself:
 - Start comparing prices for truck / trailer rental and reserve one immediately
 - Recruit family and friends to help pack, load, drive, unload, etc. (If you have small children, get a volunteer to help take care of your children while you are running around with boxes)
- ❑ If you're hiring professional movers:
 - Start calling around for estimates and briefly interview the company over the phone as well as research their background (i.e. check out the Better Business Bureau, get referrals, etc.) and narrow down your list of potential movers to only those you trust and offer a good value
 - Have each company come to your home to do a formal written estimate
 - After you receive your formal estimates, chose the moving company that's best for you
 - Get moving insurance
 - Read your contract carefully before you sign to make sure there are no unexpected charges or provisions
- ❑ Start packing items you don't plan to use before you move into your new home (pack at least one box everyday)
- ❑ Make special arrangements for moving pets if necessary (some places require animals to have certain shots or even quarantine)

4 Weeks to Go

- ❑ Make a list of companies and organizations you'll need to notify of your address and phone number change and find out if there are any special forms you need to fill out to update your information after you move
 - Employer
 - Union
 - School
 - Alumni Association
 - Current Landlord (if renting)
 - Buyers (if selling your home)
 - Banks (get new checks after the move)
 - Investment Brokers
 - IRS and local tax boards
 - Social Security
 - VA
 - Credit Card Providers
 - Lenders
 - Insurance
 - Doctors
 - Pharmacist
 - Dentists
 - Veterinarian
 - Attorney
 - Accountant
 - Library
 - Childcare
 - Mobile Phone Service
 - Newspaper and Magazine Subscriptions
 - Memberships
 - Points and Rewards Programs
 - Delivery Services
- ❑ Make a list of individuals (family, friends, etc.) you'll need to notify of your address and phone number change
- ❑ Start using up perishable foods in your freezer and refrigerator, food in your pantry, and extra supplies so you don't have to move them
- ❑ Use up any coupons or gift certificates that you can't use in your new town
- ❑ Start a list of items you will need to buy when you get to your new home (e.g. items you are trying to use up before the move, items to childproof your home, etc.)
- ❑ Return all borrowed and rented items
- ❑ Collect all items you've loaned and rented out
- ❑ Take your pets to the vet and find out if there is any special requirement for your pets' travel

3 Weeks to Go

- ❑ Start gathering all medical, dental, educational, legal, etc. records as well as the contents of your safe deposit box and store them in a fireproof lockbox or have them sent directly to the new office that will be handling them in your new town
- ❑ Schedule move-out services for one or two days after you move out of your old home (e.g. professional cleaning; exterminator; repair; flooring, painting, etc.)
- ❑ Schedule move-in services for one or two days before you move into your new home
- ❑ Schedule utilities to be disconnected from your old home the day after your move
- ❑ Schedule utilities to be installed at your new home the day before your move
- ❑ Schedule appliances to be disconnected from your old home
- ❑ Schedule appliance to be installed at your new home

2 Weeks to Go

- ❑ Create a Moving Survival Kit (bring this kit with you; do not let the movers pack it)
 - For each family member, pack a suitcase with a travel survival kit
 - If you have an infant, pack an infant travel survival kit
 - If you have animals, pack a pet travel survival kit for each pet
 - If you are driving to your new home, make sure you have an automobile survival kit
 - Just in case the moving trucks don't make it to your new home when you do, you'll also need a move-in survival kit
- ❑ Have your vehicles serviced (especially if you are driving to your new home)
- ❑ Prepare your tools, lawn mower, gardening equipment, etc. for the move
- ❑ Transfer your prescriptions and make sure you have enough medication on hand until the next refill

1 Week to Go

- Confirm appointments for move-out and move-in services
- Confirm schedule with movers / reservations for truck / trailer rental
- Type out directions for movers / each person driving
- Forward your mail (Go to <https://moversguide.usps.com> to do it online or visit your local post office.)
- Clean out freezer and defrost
- Clean out refrigerator (use only for last minute perishable items you plan to eat during your last week)
- Drain oil and gas from equipment like barbeques, lawn mowers, chainsaws, etc.
- Properly dispose of any toxic or flammable items that you can't take with you
- Finish packing most remaining items that will not be packed by movers
- Try to live out your travel survival kit during the last couple of days, so you can pack up everything else
- Buy maps of your new home's area
- Have kids clean out school lockers

1 Day to Go

- ❑ Mail out address and phone number change notifications to businesses, organizations, family, and friends
- ❑ Thoroughly clean your old home if you don't plan on using a professional cleaning service after you move out
- ❑ Make sure you have enough cash on hand to purchase meals from restaurants (since you won't be able to cook until you settle in)
- ❑ Make sure you tell a friend or family member your itinerary in case of an emergency

Moving Day (Before you leave your old home)

- Load the truck
- Turn off and unplug all appliances, sprinkler systems, air conditioning, etc.
- Turn down heat to 55 degrees Fahrenheit in winter to keep pipes from freezing
- Close and lock all windows
- Close all blinds and drapes
- Leave on one interior light and one exterior light to make the house look occupied and provide light to new tenants who may arrive at night
- Take one last look around to make sure you have everything even if you think you have everything (check every inch, every closet, drawer, cabinet, shelf, storage area, porch, yard, dishwasher, washer, dryer, refrigerator, freezer, etc.)
- Give alarm code and keys to realtor, landlord, new owner, etc.

Moving Day (After you arrive in your new home)

- ❑ If you have small children, childproof your home before anything gets unloaded off the truck (e.g. outlet locks, blind cords, gates, etc.) because your little one will end up running around at some point no matter how hard you try to keep them out of harms way; try to set up a child safe room where your little one can play and relax in until things settle down and the house is more organized
- ❑ Tell movers where things go (if not labeled on box)
- ❑ Check movers inventory paperwork carefully before you sign anything
- ❑ Set up the bed first (so you will have a place to get a good night's sleep after your hectic day)
- ❑ Set up the kitchen second (so you can stop eating take-out from restaurants)
- ❑ Set up the bathroom third (so you don't have to fumble around through boxes in the middle of the night while you are half asleep and desperately need to use the bathroom)
- ❑ Set up decorations last

Getting Settled In

- Talk a walk around the neighborhood to get familiar with the area
- Get public transportation schedules
- Get new emergency numbers
- Change driver licenses
- Change voter registration
- Order new checks with your new address (do this after you move since they are usually shipped to the address printed on the check)
- Get new pet license
- Enroll kids in school