



SEVERAL MONTHS PRIOR TO MOVE

## MOVING CHECKLIST

- Obtain written estimates from moving companies and confirm insurance limits and replacement costs. Verify business practices with the Department of Transportation and Better Business Bureau.
- Take inventory of possessions to determine if anything can be sold or donated.
- Plan a garage sale.
- Begin to use up supplies and buy only what will be used before moving.
- Return borrowed items and collect things you may have loaned.
- Confirm day off plans with employer.
- Review relocation package if you have one and determine which expenses will be paid by your employer.
- Begin collecting boxes and packing supplies.
- Make arrangements for storage if necessary.
- Keep a list of moving expense receipts (some may be tax deductible).
- Inquire about any refundable deposits.
- Verify service connection dates with new utility company.
- Ask doctor and dentist for referrals.
- Contact schools, doctors, attorneys and accountants and obtain copies of personal records or request forwarding.
- Arrange transportation for pets and plants.
- Contact insurance companies to arrange coverage in your new home.
- Arrange for transportation of autos if necessary.



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SEVERAL WEEKS PRIOR TO MOVE

## MOVING CHECKLIST

- Properly dispose of all flammable liquids and drain fuel from your mowers and other machinery.
- Request the gas company to disconnect gas appliances on a certain date.
- Change your address with effective date of move with service providers (post office, IRS, banks, utility companies, cell phone providers, child care/daycare /schools, city/county tax assessor, Department of Motor Vehicles, dry cleaning pick-up and delivery, health clubs, health care providers and pharmacies, vets, and alumni and professional associations).
- Notify family and friends of new address.
- Label and pack "Open First" Boxes. For each room you pack, set aside one box that contains everything you'll need the first few days in your new home.
- Take apart furniture that needs to be disassembled.
- Clean rugs and have them ready for move.
- Check that all the paperwork related to your house sale/purchase is complete.
- Close bank and other accounts if necessary.
- Finish major packing and confirm all boxes are clearly labeled.
- Pack up your computer and electrical equipment. Write down serial numbers.
- Take measurements of the room in your new place and make map of where everything will go.
- Check in with the moving company to confirm details of move.
- A few days before the move, defrost refrigerator and freezer.
- Have cash ready to tip movers.



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## MOVING DAY

# MOVING CHECKLIST

- Load first items you need the least, and load "Open First" boxes last.
- Carry currency, jewelry, and documents with you.
- Check thermostat and make sure temperature is set appropriately.
- Check all closets, cabinets and rooms to make sure you didn't leave anything.
- Take out the garbage and lock the windows.
- Leave all keys, garage door openers, warranty information and other helpful information needed by the new owners.
- Leave a note with your contact information for the new owners.
- Be at the new home to accept delivery and supervise move. If you cannot be there personally, authorize an adult representative to accept delivery and pay charges.
- Place a floor plan of your new home by the entrance to help movers determine where furniture should go.
- Check to make sure all utilities are on and working properly.



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