

# Moving Checklist

**What to do before you move...**

**Two months before moving**

- Sort through your belongings to reduce the number of things to move.
- Have a garage sale or donate items you no longer need.
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare.
- Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
- If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.
- Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements. IRS Publication 521 "Tax Information on Moving Expenses."
- Place your legal, medical, financial, and insurance records in a safe and accessible place.
- Purchase insurance coverage for valuables to be moved.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**One month before moving**

- Start packing items that aren't regularly used such as off-season clothes, decorations, and items in storage areas (garage, attic, and closets).
- Make travel arrangements for your pets.
- If you're driving, have your car tuned up.
- It may be necessary to get medical records from your doctors, dentist, optometrist, and veterinarian.
- Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- Back up important computer files preferably with an online backup service.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Moving Checklist

**Two weeks before moving**

- Contact your utility companies and notify them of your move. (gas, water, telephone, cable, internet , and cell phone providers)
- Sign up for services at your new address.
- Call friends and family and recruit help for the moving day.
- Confirm your travel reservations.
- Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**One week before moving**

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- Finish packing all boxes except what you'll need in the final week.
- Inform the post office of your upcoming move.  
*Send change-of-address cards with your new address and phone number to:*
  - Friends and family
  - Banks, insurance companies, credit card companies, and other financial institutions
  - Magazines and newspapers
  - Doctors, lawyers, accountants, agents, and other service providers
  - State and federal tax authorities and any other government agencies as needed
  - Workplace, schools, and alma maters
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**The day before moving**

- Set aside moving materials, such as tape measure, box cutter, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- If you are driving, check oil, tire pressure, and gas in your car.
- If you are flying, make sure you have tickets, charge cards and other essentials.
- \_\_\_\_\_

**Moving Day**

*Carry with you:*

- The keys to your new home.
- A map of your new town and directions to your home.
- The telephone number of the moving company.
- Cash or traveler's checks.
- The HUD-1 related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- Any items of great personal value to you that are virtually irreplaceable.
- Sheets, towels and personal hygiene items for the first night in your new home.
- Snacks and bottled water
- Plan for pet transportation – cat carriers, dog carriers, and enough food and water for the trip
- Double-check closets, shelves, drawers, cabinets, laundry areas, garage, sheds, and other storage areas
- Leave old keys, garage door openers, appliance manuals and warranty information, and security system information with real estate agent
- \_\_\_\_\_
- \_\_\_\_\_

**Moving Checklist**