



# MOVING CHECKLIST

## WHAT TO DO BEFORE YOU MOVE

### **Two weeks before moving**

- Contact your utility companies and notify them of your move.
- Sign up for services at your new address.
- Contact your long distance phone company and notify them of your move.
- 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 from 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 minus 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, realtors, and other service providers
- State and federal tax authorities and any other government agencies as needed
- Workplace, schools, and alma maters
- \_\_\_\_\_
- \_\_\_\_\_

### **The day before**

- Set aside moving materials, such as tape measure, pocketknife, 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.
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# 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.
- Place your legal, medical, financial, and insurance records in a safe and accessible place.
- Purchase insurance coverage for valuables to be moved.
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- \_\_\_\_\_
- \_\_\_\_\_

### **One month before moving**

- Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
- Make travel arrangements for your pets.
- If you're driving, get your car tuned up.
- 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 to floppy disk.
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- \_\_\_\_\_
- \_\_\_\_\_



# MOVING CHECKLIST

## WHAT TO DO BEFORE YOU MOVE

### **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.
- Documentation 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.
- The telephone number of the moving company.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels and personal hygiene items for the first night in your new home.
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- \_\_\_\_\_

### **Arrival Day**

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.
- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.
- Inform the post office of your upcoming move.
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- \_\_\_\_\_



## TIPS TO MAKE YOUR MOVE A LITTLE EASIER



### **Packing Tips**

- Gather boxes in all sizes from friends, neighbors, and stores
- Collect cushioning material such as bubble wrap, styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to serve as padding inside boxes.
- Create a “portable packing kit” with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your home where it should be placed.
- Number the boxes and keep a list of which boxes goes in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack your TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don't pack all your books into one box!)
- Don't move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
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- \_\_\_\_\_
- \_\_\_\_\_



# PACKING CHECKLIST

## PACKING LIST BY ROOM



### **Kitchen**

- Cupboards
- Pantry
- Drawers
- Box numbers for kitchen: \_\_\_\_\_



### **Dining Room**

- China cabinet or hutch
- Light fixture and lamps
- Furniture: table and chairs
- Box numbers for dining room: \_\_\_\_\_



### **Living Room**

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: couch, chairs, and tables
- Box numbers for living room: \_\_\_\_\_



### **Family Room**

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: couch, chairs, and tables
- Box numbers for family room: \_\_\_\_\_



# PACKING CHECKLIST

## PACKING LIST BY ROOM



### **Master Bedroom**

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for master bedroom: \_\_\_\_\_



### **Bedroom #1**

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for bedroom #1: \_\_\_\_\_



### **Bedroom #2**

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for bedroom #2: \_\_\_\_\_



### **Bedroom #3**

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for bedroom #3: \_\_\_\_\_



# PACKING CHECKLIST

## PACKING LIST BY ROOM



### **Study/Office**

- Computer equipment: CPU, monitor, and printer
- Desk and contents
- File cabinets and content
- Box numbers for study/office: \_\_\_\_\_



### **Bathroom**

- Cupboards and contents
- Linens and towels
- Knickknacks and wall hangings
- Box numbers for bathroom: \_\_\_\_\_



### **Attic**

- Trunks
- Boxes
- Box numbers for attic: \_\_\_\_\_



### **Garage**

- Yard equipment and garden tools
- Home maintenance equipment and tools
- Box numbers for garage: \_\_\_\_\_



### **Basement**

- Cupboards and shelves
- Box numbers for garage: \_\_\_\_\_



# NEW HOME CHECKLIST



## Heating System

- Check filters every month.
- Have annual system maintenance service done one month before the heating season.



## Electrical System

- To prevent power outages, limit the number of appliances plugged into one circuit.



## Air Conditioning

- Check filters every month.
- Have annual system maintenance service done one month before the air-conditioning season begins.
- Keep the condensing unit free of debris.



## Microwave

- Do not use pans or dishes that are metal or have metallic trim.
- Only use mild soap and/or baking soda to clean the interior. Abrasive cleaners or scouring pads can damage the lining.



## Refrigerator

- Clean the interior shelves, shell and gaskets every three months.
- Once a year, clean the coils on the back or underneath.



## Range/Oven

- To avoid damaging the burners, do not use extra-large/heavy cooking pots and pans.
- If you have a self-cleaning oven, do not use any other method to clean it.



## Dishwasher

- Mineral deposits on the heating elements can be cleaned with vinegar.
- Be sure dishes don't block or damage the spray arm.



## Garbage disposal

- To clean the disposal, push a full tray of ice cubes through it while running cold water.
- Always remember to run water during use and for at least 2 minutes after you finish. This prevents stoppages.



## Washer/Dryer

- Clean the lint screen after each load of clothes has been dried and the unit is empty.



## Trash Compactor

- Replace the deodorant supply regularly to prevent odors.