Moving Checklist

By Week

4 Weeks Prior to Moving Day:
☐ Schedule a disconnect for all utility services the day after you leave and schedule a utility connection the day before you arrive. If you have “last month” deposits with services, such as the telephone company, request your refund.
☐ If you are moving yourself, reserve a rental truck or call family to help.
☐ If you are packing yourself, obtain packing materials and start packing items you won’t need after you arrive at your new house.
☐ Arrange for cleaning and repair of furniture, drapes and carpeting.
☐ Check with your insurance company to see how your possessions are covered during transit.
☐ Collect your important records: gather personal and family records (including medical and dental), veterinary and school records, legal and financial documents, birth certificates, passports and insurance documents.

3 Weeks Prior to Moving Day:
☐ Properly dispose of items that cannot be moved, such as flammable liquids.
☐ Prepare auto registration for transfer (if moving to another state).
☐ Make child-care arrangements for moving day.
☐ Hold your moving sale

2 Weeks Prior to Moving Day:
☐ Arrange for disposal of anything not sold at your moving sale.
☐ Return any borrowed items (including library books) and retrieve any loaned items.
☐ Cancel newspaper delivery.
☐ Notify any creditors of your move.
☐ Transfer prescriptions and be sure you have an adequate supply of medications on hand.
☐ Assemble a file folder of information to leave for the new owner of your home.
☐ Change your address: one week before your move, send change-of-address cards to everyone who will need to contact you.
☐ Pick up laundry.
☐ Pack a travel kit: put aside critical items like a checkbook, credit cards, personal phone book, ID, flashlight, keys, toiletries, tools, paper plates, cups, towels, travel alarm clock, aspirin, bandages and games for the kids. Also, pack a suitcase with clothing and other personal items.

1 Day Prior to Moving Day:
☐ Disconnect and prepare major appliances for the move.
☐ Set aside anything that will travel in your car so it will not be loaded on the truck.
☐ Pack a box of items that will be needed first at the new house. Clearly mark this box “Load Last”.
☐ Obtain cash or traveler’s checks for the trip and to pay the movers.
☐ Confirm the arrival time of your moving van/truck.
☐ If moving yourself, dismantle beds and other large furniture.

Moving Day:
☐ Note all utility meter readings.
☐ Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.
☐ Check your belongings carefully and note on the inventory paperwork any damaged items.
☐ On an interstate move, be prepared to pay the driver before your possessions are unloaded.
☐ Be prepared to pay your mover with cash, certified check, or traveler’s checks unless other arrangements have been made in advance.

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