

# 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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1670 Magnavox Way, Fort Wayne, IN 46804  
O: 260.999.6200