

Moving Checklist

- Find out where to properly dispose of any household chemicals (such as old paint)
- Make a list of everything you're bringing to your new location
- Find out the replacement value of your belongings & take photos if necessary (for insurance purposes)
- Fill out a change of address form with the post office
- Notify friends, family, employers, credit card companies, magazine subscriptions & others of new address
- Notify the IRS, Social Security, Medicare of your change of address
- Get copies of any medical & dental records (if necessary)
- Get copies of veterinary records (if necessary)
- If you're moving out of state, find out about auto licensing & insurance
- If you're moving in-state, contact your insurance company & DMV to change your address
- Notify your children's schools to have their records transferred to their new schools
- Return any cable equipment
- Make hotel & airline reservations (if necessary)

8 to 14 days before you move:

- Return library books or any other borrowed items
- Collect & return any items you may have loaned out to others
- Make arrangements to disconnect gas, electric & other utilities
- Make arrangements to connect utilities at your new location
- Arrange to have major appliances prepped for the move

2 to 7 days before you move:

- Properly dispose of or give away any & all flammables
- Decide what you're bringing with you in the car or on the plane
- Reorder & pick up any prescription medications
- Arrange for removal of "installed items" you're bringing with you (antennas, shelves, etc)
- Pack a suitcase with clothes, toiletries & medications you'll need for the first day in your new location
- Pack an essentials with needed items for the first few days (**Mark box "Do Not Move"**)

The day before moving day:

- Take down curtains or drapes if you are bringing them to your new location
- Empty, defrost & clean your refrigerator/freezer. Make sure it has at least 24 hours to air-dry
- Clean and air your stove
- Plan your breakfast. Paper plate service is fine. Eating something on the road is better!
- Pack your personal belongings (except your alarm clock)
- Go to sleep early. You'll be glad you did tomorrow!

Moving Day:

- Collect all keys to any locking items & put them in a safe place
- Strip the beds but leave them intact. We will dismantle them
- Make sure you're at home when our movers arrive so you can sign the inventory sheet
- Walk around with our crew chief while he prepares the inventory sheet
- Make sure everything, to the best of your ability, is ready for the move
- Keep your signed bill of lading & inventory sheet in an easily accessible place
- Make sure our driver has the correct delivery address & a working phone number
- Confirm the expected delivery time with our driver
- Check the **outside** of your property (yard, garage, etc) for any items you may have left behind!
- Before you leave, do a walk-thru of every room! Be sure to check all closets & cabinets!**

Notes: