

Moving Checklist: The Details

The Moving Checklist is organized to group tasks together to make things easier.

4 Weeks Prior to Moving Day																		
Category	Priority	Check When Done	Task	Notes														
Organizing	A	<input type="checkbox"/>	Set the date.	Mondays - Thursdays are your best choices so that banks and offices are open in case you have a problem.														
		<input type="checkbox"/>	Arrange for utility transfers.	<p>Notify current and future utility providers of your move date. Note when current security deposits will be refunded and how much is due when for the new ones. This includes:</p> <table border="0"> <tr> <td><input type="checkbox"/> Cable/satellite television</td> <td><input type="checkbox"/> Cell phone service</td> </tr> <tr> <td><input type="checkbox"/> Electricity</td> <td><input type="checkbox"/> Gas</td> </tr> <tr> <td><input type="checkbox"/> Internet/broadband</td> <td><input type="checkbox"/> Local phone service</td> </tr> <tr> <td><input type="checkbox"/> Long distance phone service</td> <td><input type="checkbox"/> Propane</td> </tr> <tr> <td><input type="checkbox"/> Recycling pick-up</td> <td><input type="checkbox"/> Sewer</td> </tr> <tr> <td><input type="checkbox"/> Security system</td> <td><input type="checkbox"/> Trash pick-up</td> </tr> <tr> <td><input type="checkbox"/> Water</td> <td></td> </tr> </table> <p>NOTE: It's a good idea to schedule utility turn on dates at least one day prior to the move date and turn off dates at least one day after the move to allow for emergencies or issues that may arise.</p>	<input type="checkbox"/> Cable/satellite television	<input type="checkbox"/> Cell phone service	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Internet/broadband	<input type="checkbox"/> Local phone service	<input type="checkbox"/> Long distance phone service	<input type="checkbox"/> Propane	<input type="checkbox"/> Recycling pick-up	<input type="checkbox"/> Sewer	<input type="checkbox"/> Security system	<input type="checkbox"/> Trash pick-up	<input type="checkbox"/> Water	
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<input type="checkbox"/>	File change of address.	At minimum, file a Temporary Change of Address with the U.S. Post Office to buy you time before you notify everyone else.																
<input type="checkbox"/>	Make sure you have enough cash.	Most moving companies insist on being paid in cash before they unload a single box. Be sure have the correct amount with you with moving expenses, deposits, tips, and anything else you'll need on moving day.																

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Start a change of address log.

Create a change of address log by writing down who you receive mail from each day. Then contact those organizations with your change of address each morning or evening. This breaks up the task and helps make sure you aren't missing important contacts.



Notify specific people of your change of address.

Some of the people who might need your change of address include:

- Accountant/tax preparer
- Alumni associations
- Attorneys
- Babysitter/ child care provider
- Banks (auto loans, checking accounts, credit cards, home equity, IRA's, mortgage, safe deposit box, savings account)
- Broker
- Business cards (order new ones)
- Cell phone provider
- Child care/ daycare
- Chiropractor
- Courts, especially for traffic tickets or local disputes
- Credit bureaus
- Credit card issuers
- Dentist
- Department of Motor Vehicles
- Diaper service
- Doctor
- Dry cleaning pick-up and delivery
- Family members
- Health clubs
- House cleaning service
- House of worship
- Insurance providers (auto, health, life, other vehicles)
- IRS (form 8822)
- Lawn care
- Luggage tags (replace existing ones)
- Magazine subscriptions
- New business cards
- New employer
- Newspaper subscriptions
- Old employer
- Orthodontist
- Parent-teacher association
- Passport
- Pet sitter/ dog walker/ pet day care
- Pharmacy (BONUS: get year-to-date expense summary for taxes)
- Physical therapist
- Physician (BONUS: get referral for new location)
- Post office

			<ul style="list-style-type: none"> <input type="checkbox"/> Professional organizations <input type="checkbox"/> Retirement plan holders <input type="checkbox"/> Return address labels (order new ones) <input type="checkbox"/> Schools (BONUS: get copies of transcripts) <input type="checkbox"/> Snow removal service <input type="checkbox"/> Social Security Administration <input type="checkbox"/> Swimming pool maintenance (pool cleaning, pool opening or closing) <input type="checkbox"/> Swimming pool memberships <input type="checkbox"/> Veterinarian BONUS get vet records and recommendations <input type="checkbox"/> Water delivery service
Resources	A	<input type="checkbox"/>	<p>Hire movers or reserve the truck.</p> <p>If you will be using professional movers, see http://www.Movers-Edge.com/Movers-s/2.htm for details on finding movers.</p>
		<input type="checkbox"/>	<p>Recruit help for the move.</p> <p>If moving yourself, start recruiting friends, family, neighbors and co-workers well in advance. Offer free breakfast, lunch, snacks, and drinks for your workforce, and be sure to deliver as promised!</p>
		<input type="checkbox"/>	<p>Get the essential moving supplies.</p> <p>At minimum, you will need:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Markers to label boxes (preferably wide tip, dark color) <input type="checkbox"/> Moving boxes <input type="checkbox"/> Newsprint, packing peanuts or other cushioning material <input type="checkbox"/> Packing tape <input type="checkbox"/> Scissors or utility knife
	B	<input type="checkbox"/>	<p>Get or make a moving organizer.</p> <p>You can make a moving organizer for all your important notes, receipts, and important information by getting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Binder , 3-ring, at least ½"wide <input type="checkbox"/> Pocket dividers to separate sections and hold important receipts <input type="checkbox"/> Paper for keeping all your notes (3-holed graph paper is ideal for this).
Packing	A	<input type="checkbox"/>	<p>Start packing! 😊</p> <p>Almost everyone under-estimates how much time it takes to pack, so start early and leave plenty of extra time.</p>

Packing

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Start separating cherished items from the non-essential.

One of the biggest secrets of moving success is eliminating as many items from the move as possible. Donate items to charity, give them to friends, prepare them for a yard sale or throw them out.

2 Weeks Prior to Moving Day

Category	Priority	Check When Done	Task	Notes
Organizing	A	<input type="checkbox"/>	Make arrangements to return items.	Here are some critical items to return prior to moving: <ul style="list-style-type: none"><input type="checkbox"/> Cable/ satellite receiver boxes, remote controls, dishes<input type="checkbox"/> Cable/DSL modems<input type="checkbox"/> Carpet shampooer<input type="checkbox"/> Clothing (borrowed)<input type="checkbox"/> DVD and video game rentals<input type="checkbox"/> Library books (neighborhood and school)<input type="checkbox"/> Tools (borrowed or rented)<input type="checkbox"/> Trash cans/ recycle bins<input type="checkbox"/> Unwanted purchases
		<input type="checkbox"/>	Make arrangements to retrieve items.	Be sure to retrieve any of the following items: <ul style="list-style-type: none"><input type="checkbox"/> Clothing at dry cleaners, tailors or in storage<input type="checkbox"/> Clothing lent to friends<input type="checkbox"/> Items at repair shops<input type="checkbox"/> Tools lent to neighbors or friends
		<input type="checkbox"/>	Open bank accounts near your new address.	You may want to open a new safe deposit box at the same time, and move all vital papers and/or jewelry into the box in advance. That way you don't have to worry about them on moving day.
Packing	A	<input type="checkbox"/>	Create one Open Me First box for specific rooms.	You'll need to access certain packed items almost immediately after you arrive, and they need to be packed together in special boxes (one per room) and marked with either bright red markers or special stickers so you can spot them easily. The specific rooms are:

- Kitchen:
 - aluminum foil
 - break-proof or disposable flatware, cups, and plates
 - coffee maker (don't forget the filters!)
 - dish detergent
 - frying pan and spatula
 - pet food and bowls
 - scissors
 - tea kettle

- Main Bathroom
 - bath mat
 - bath towels
 - first-aid kit (aspirin, band-aids, hydrogen peroxide)
 - hair dryer
 - shampoo
 - shower curtain and rings
 - soap
 - toothbrushes and toothpaste

- Tool room or drawer
 - batteries
 - duct tape
 - flashlight
 - flat-head screwdriver
 - hammer
 - level
 - Phillips-head screwdriver
 - picture hangers
 - tape measure
 - utility knife

Finish off packing for non-living rooms.

B **Start eating up perishable food from freezer and refrigerator.**

You want to be completed for non-essential rooms such as the basement, garage, attic, utility rooms, etc. so you can focus on main living areas in the last weeks.



Consider holding a Packing Party.

Invite trusted friends over for a Farewell Packing Party. Provide free food and drinks, provide upbeat background music, and allow friends to tackle projects that require little supervision, such as packing books or pots and pans. Have friends take pictures and send you copies.



Hold a yard sale.

You might be surprised to learn that you can earn a few hundred dollars by selling non-essential items, earning you cash and making your move more efficient.

1 Week Prior to Moving Day

Category	Priority	Check When Done	Task	Notes
Organizing	A	<input type="checkbox"/>	Confirm start time, current home address and future home address with movers.	Even if you already have this information, it's a good idea to double-check.
		<input type="checkbox"/>	Recruit friends for moving day madness.	Having extra help for last-minute errands or helping to watch movers and answer questions can be invaluable.
	B	<input type="checkbox"/>	Make arrangements for child and/or pet sitting.	Having small children and pets watched on Moving Day can eliminate a lot of stress and confusion on the big day, especially while taking care of all the other important details.

1 Day Prior to Moving Day

Category	Priority	Check When Done	Task	Notes
Organizing	A	<input type="checkbox"/>	Make sure everyone's cell phone is fully charged.	This would be a bad day to be out of contact.
Packing	A	<input type="checkbox"/>	Have everyone pack one or two suitcases (no more).	Even if you're only moving across the street, having a suitcase with the following, taken with you instead of on the moving truck if possible, will make things easier once you move in: <ul style="list-style-type: none"> <input type="checkbox"/> Eyeglasses <input type="checkbox"/> Favorite toy for the kids

- Prescriptions
- Something to read
- Three days worth of changes of clothes
- Toothbrush and toothpaste (if not in Open Me First box)

Moving Day

Category	Priority	Check When Done	Task	Notes
Moving Day	A	<input type="checkbox"/>	Start early.	Moving is stressful enough without waking up late and running around with movers waiting outside.
		<input type="checkbox"/>	Take all garbage out of the house.	Movers get into huge trouble for leaving anything behind. So many people have been shocked to find their garbage packed into their garbage cans and sent along for the move!
		<input type="checkbox"/>	Make sure drivers have your cell phone number and you have theirs, along with their names.	Things come up on moving day- make sure you have a way to stay in contact.
		<input type="checkbox"/>	Be available for movers' questions.	You need to be visible and available at all times- near the door is usually a good spot.
		<input type="checkbox"/>	Perform final checks before leaving current home.	Here are some final items to verify before shutting the door for the last time: <ul style="list-style-type: none"> <input type="checkbox"/> Are the air conditioning, fans, and heat turned off? <input type="checkbox"/> Is the water shut off, including to hoses? <input type="checkbox"/> Are the light switches turned off? <input type="checkbox"/> Are the keys and garage door openers for current home turned in or left on the kitchen counter? <input type="checkbox"/> Anything left in refrigerator, freezer, stove, drawer under stove, in closets, in bathroom, under porch, in garage, in attic, in crawlway? <input type="checkbox"/> Did you pack your hoses and sprinklers?