

Moving Checklist

Save your precious time during relocation, by using the below checklist for your move.

1-2 months before the move

1. Folder created for moving records (inventory lists, estimates, receipts, etc.)
2. Decide the moving method such as truck rental or hiring movers, and get the estimate.
3. Check if your employer can offer you moving expense benefits.
4. Look for storage facilities if required.
5. Schedule the disconnection or connection of your utilities at the old and new place:
- Phone -Internet Cable -Water - Garbage - Gas - Electric
6. Plan out the moving of valuables, vehicles, pets, and plants.
7. Use a floor plan or sketch to arrange the furniture in the new place.
8. Ensure transfer of records (medical, children in school, etc.)
9. Get packing materials (boxes, tape, stuffing/padding, markers, etc.)
10. Return borrowed, rented, and checked-out items.
11. Get your things that you have lent others.
12. Use stored food, so that there is less to move.

3 – 4 weeks before the move

1. Make necessary arrangements and finalize the moving method.
2. Start with packing non-essential items.
3. Label the boxes according to contents and the room it will belong to.
4. Separate the valuable items you will be transporting yourself.
 - Label as DO NOT MOVE.
5. Keep a box out for storing pieces, parts, and essential tools that you will want to keep with you on moving day.
 - Label as PARTS/DO NOT MOVE.
6. Fill the change your address form at a post office or online.
7. Provide your new address to your important contacts:
 - Employer - Family and Friends - Attorney - Accountant - Others
8. Make your insurance and credit card companies aware about your change of address.

1 – 2 weeks before the move

1. Continue packing and cleaning as you go.
2. Pack the items separately which you will be needing immediately at the new place.
3. Take off for the moving day.
4. Request someone to take care of your kids on the moving day.
5. Pack your suitcases with clothes and other items you will need for the trip.

6. Reconfirm your method of moving with those involved.

7. Inform for the cancellation of the following services:
- Newspaper - Housecleaning - Lawn - Pool - Water Delivery

8. Disassemble the furniture if required (desks, shelves, etc.)

9. Ensure complete paperwork is done for the old as well as the new place.

10. If you are travelling far, ask the credit card companies to prevent automated deactivation.

11. Discard flammables, such as gasoline, paint, and propane.

12. Use up the perishable food.

2 – 4 days before the move

1. Ensure that all the necessary paper work is done.

2. Make a schedule for the day of the move.

3. Plan for the moving expenses (transport, food, lodging).

4. Keep cleaning the house continuously as you are packing.

5. Clean the fridge and defrost it.

6. Make your essentials handy (screwdriver, wrench, pliers, tape, etc.)

7. Pack a bag containing snacks, water bottles, documents, pen and paper, and other essentials.

8. Set boxes and items that you are moving yourself aside (make sure you'll have room).

Moving Day

1. Remove bedding and take apart beds.
2. Pick up your truck early if you have rented one.
3. Inform the movers what they have to do.
4. Check for things left behind (look behind doors as well).
5. Leave your contact information for the new residents to forward mail.
6. Ensure that the movers have the correct new address.
7. Lock the windows and doors and turn off the lights.

Checklist for New Place

1. Check if the power, water, heating and cooling and other utilities are working fine.
2. Perform an initial inspection, note all damages, take photographs if needed.
3. Clean the new place and vacuum according to the requirement (especially where furniture will be placed).
4. Guide the movers where to place the things.
5. Offer drinks and snacks, especially if the helpers are volunteers.
6. Assemble beds with bedding.

7. Begin unpacking, starting with the kitchen, bathroom, and other essentials

Moving in – Weeks 1 & 2

1. Check for damages while unpacking and be aware of deadlines for insurance claims.

2. Replace locks if required and make at least 2 copies of your new keys.

3. Make sure that mail is now arriving at your new address.

4. Ensure to pay your previous dues concerning utilities and cancel them.

5. Complete your change of address checklist for the below:

- Bank(s) - Credit Cards -IRS -Loans -Insurance - Pension Plans - Attorney - Accountant -Physicians
- Family Support - Newspapers -Magazines - Licences - Memberships

6. Get your local driving license and update the vehicle registration.

7. Get the local maps and phonebooks.

8. Find new doctors, dentists, and physicians depending on your needs and insurance.

9. After you are moved in, update your home inventory, including photos of rooms.

10. Update your renters insurance or homeowners insurance if needed.

11. Make necessary arrangements and finalize the moving method.

12. Start with packing non-essential items.

13. Label the boxes according to contents and the room it will belong to.

14. Separate the valuable items you will be transporting yourself.

– Label as DO NOT MOVE.

15. Keep a box out for storing pieces, parts, and essential tools that you will want to keep with you on moving day.

– Label as PARTS/DO NOT MOVE.

16. Fill the change in your address form at a post office or online.

17. Provide your new address to your important contacts:

- Employer - Family and Friends - Attorney - Accountant - Others

18. Make your insurance and credit card companies aware about your change of address.