

# Moving Checklist

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## Six to Eight Weeks Before the Move:

- Set up a file of all move-related expenses and receipts. Also contact the IRS for a free copy of "Tax Information on Moving Expenses."
- Take an inventory of everything to be moved.
- Separate everything you plan to sell or giveaway. Plan a garage sale or give a charitable donation.
- Get an estimate from 2 or 3 van lines or moving truck rental companies. If you are working with a full service moving company, have the van line do a complete estimate (including packing) even if you plan on doing it yourself. Many customers have run out of time and were not able to do the packing they thought they were going to do. When having your estimate done make sure to point out the same things or special needs to each estimator.
- After reviewing all of the quotes, decide on a moving company and reserve your moving date with them. Be sure to arrange for exact form of payment at destination with your mover.
- Start packing **now**.
- Contact your insurance agent to transfer or cancel coverage. (Homeowner & Auto)
- Verify if your employer covers any expenses.

## Four Weeks Before the Move:

- Notify all necessary parties of your change of address including: friends & relatives, banks, insurance companies (auto & life), credit card companies, subscriptions, memberships, book clubs, catalogs, season tickets to sporting events or theater companies, etc.
- Contact current utility companies for refunds of your deposits and to set turn-off dates. Contact your new utility companies to set-up service at your new address. Some of the utility companies you may need to contact could include: cable TV, telephone, water/sewer, gas, electricity, garbage, fuel oil, water softener, etc.
- Cancel service or change address with any other services you may currently use including: laundry, milk, bakery, newspaper, lawn & snow removal, diapers, dry cleaning, etc.
- Contact medical and veterinary professionals to get your records transferred.
- Get your children's school records.
- Prevent loss of your valuables by moving them to a safe deposit box.
- Give away or arrange for transportation of your house plants (most moving companies will not move plants, especially in winter).
- Return library books to your local library even if you are making a local move to prevent loss.
- Return any borrowed items to friends and neighbors and round up things you may have borrowed to other people.
- Plan your meals using food from your freezer and pantry. Don't stock up on things you won't eat.
- Contact your post office and request your mail be forwarded to your new address beginning on your moving date.

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## Two Weeks Before the Move:

- Transfer and close your checking and savings account if leaving the area.
- Open bank accounts and order new checks at your new location.
- Check your van line estimate. If you will be paying for the move yourself, be prepared to pay up to 110% of the estimated charges upon delivery. If the actual charges are in excess of 110%, the van line must allow you 30 days, without penalty, to pay the amount over 110%. The van line should provide the exact charges due within 48 hours of loading the truck.
- Your movers will not pack or take combustibles. Be sure to dispose of spray cans or cleaning fluids that are combustible.
- Pack a separate bag with things you will need while your household goods are in transit.
- Go through your home and carefully inspect your furniture and make an inventory. The day of your move, go through this inventory and note with the mover any scratches or dents in any of your furniture.
- Most movers will not take down draperies and the hardware. If you plan on taking them and you are not able to do this yourself, you should make arrangements to have someone help you.
- Pack a small box with tools (hammer, Philips head screwdriver and regular screwdriver) for any last minute needs.
- Pick up any dry cleaning that may still be at the cleaners.
- Pack a box with the important papers or documents you may need.
- If you still own the house from which you are moving, and it will be unoccupied after you move, check with your insurance company to make sure that you are fully covered. Many insurance policies have clauses that exclude certain coverage if the house is unoccupied.

## One Week Before the Move:

- Have appliances serviced for moving.
- Have your automobile(s) serviced.
- Defrost freezer and clean refrigerator. Use baking soda or charcoal to dispel odor.
- Van lines will only accept a cashiers check or money order. A major credit card may be used if verified five days before loading.
- Set aside manuals and instruction on the home you are leaving for the new buyer.
- Clean rugs and clothing before moving.
- Separate cartons and luggage you need for personal/family travel.
- Plan for special needs of children and pets.
- Don't forget to remove valuables from the safe deposit box before moving day so they aren't left behind.
- Organize at least one room in the house for packers and movers to work freely.
- Check to make sure utilities at your new address will be connected as previously arranged.
- Finish all perishable and frozen foods.
- Set aside items you will need immediately at your new home and make sure the boxes are clearly marked "open first."

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- Remove all items from the walls that are not included in the sale of the house, such as curtains, can openers, racks, etc. Leave mirrors and pictures on the walls for the movers to pack.
- Drain all gas/oil in power mower, snowmobiles, and snow blower to prevent a fire in the moving van.

## Moving Day:

- Plan to spend the entire day at the house. Don't leave until the movers have gone, since any changes or last minute decisions must be made by you.
- Carry jewelry and valuable documents yourself, or use registered mail.
- Make arrangements for the children and pets to be with a friend or family for the day if possible.
- Be sure to point out to the packers or the driver those things that are fragile or may need special attention.
- Stay with the moving van driver to oversee the inventory.
- Store your pocket book or wallet in the glove compartment or trunk of your car and lock it. This way there will be no mistake of it being packed.
- Take a final tour of the entire house (basement, attic, garage, every room). Double check closets, drawers, shelves to be sure they are empty.
- Approve and sign the **Bill of Lading** (freight bill).
- Double check with driver to make sure he has the proper delivery address and date of delivery. Give the driver the telephone numbers where you can be reached during the transit time.
- Get complete routing information from the driver and phone numbers where you can call the driver or the company while en route.
- Make sure utilities are being disconnected as scheduled.
- Advise your neighbors and Realtor that the house is vacant.
- Lock all the doors and windows.
- Leave keys with new owner or Realtor.
- Offering the crew lunch and refreshments is fairly customary. Tipping the movers is also acceptable.
- Carefully review the inventory sheet and Bill of Lading before you sign it. If you have a long narrow driveway, or are located on a street that is not easily accessible to a large moving van, the mover may have to use a smaller van (referred to as a shuttle) to load at the house and then reload on to the larger van. If you are aware of any of these conditions at your new home, you should make the mover aware of it. It will help them in planning the unloading process and advise you of extra charges. Verify that your company will cover this additional expense.

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## After You Arrive:

- Examine your furniture and possessions, as they are unloaded. Open all boxes and crates, carefully checking for possible damage. Note damaged items on the **Inventory and Condition Report**.
- Show the movers where you want your furniture placed. They will reassemble any furniture they disassembled. Additional charges may apply.
- Check pilot light on stove, hot water heater and furnace.
- Ask mail person for any mail s/he may be holding for you.
- Have new address recorded on driver's license, or obtain a new one.
- Register you car within 5 days after arrival if moving to a new state to avoid penalty.
- Register your children in school.
- Obtain phone numbers for emergencies, such as fire and police, and determine the nearest hospital.
- Register to vote.