

Moving Checklist

Make sure that you avoid peak moving periods. The first and the last few days of the month are the times most people frequently want to move.

Start planning a few months prior to your move

Make a list of items being moved

Obtain a written appraisal of antique items to verify their value.

Sell the items you don't want or donate to a charitable organization (keep receipts, tax deductible)

Contact a Moving company and arrange for packing (keep receipts, tax deductible)

Materials need for packing:

Labels (name, move or do not move, room, fragile, etc.)

Packing Materials for your glassware and dishes for added safety

Boxes for lamp shades, mirror, pictures or wardrobes

Tape

Pay off local accounts (oil, gas, store, etc.)

Leave a forwarding address with your employer for any paperwork, tax receipts, etc.

Arrange to disconnect utilities (check for any refund (deposits, overpayment in budget plans))

Telephone

Gas

Electricity (check for refund)

Oil

Newspaper

Sewer

Water

Garbage

Diaper service

Lawn

Pool

Other

Make Trip Arrangements

Hotel/Motel

Airplane Tickets

Car/Truck Rental (keep receipts, tax deductible)

Two to three weeks before your move

Use up perishable food

Arrange for transport of plants, pets and perishables

Dispose of flammable materials and chemicals (never flush or throw in garbage)

- Return all items borrowed, collect all items lent
- Obtain your Family legal, medical, dental and birth records
- Obtain your family school, church, veterinarian records
- Get copies of, fill and pack prescriptions and medications that your family may need
- Request your current bank to arrange credit references for new accounts
- Request travelers' checks, cash or certified check for moving expenses
- Empty and close safety deposit boxes
- Transfer account with your stock broker
- Have your car serviced for the trip
- Clean rugs and drapes
- Make sure services will be turned on at your new home (Telephone, Gas, Electricity, Oil, Water)
- Mail change of address cards (Family & Friends, Post Office, Insurance Companies, Attorney, Employer, Creditors, Social Security Office, Banks/Loan Companies, Charge Accounts, Magazines, Book Clubs, Mail Order Accounts, etc.)

The week before you move

- Defrost and clean refrigerator and freezer, put a box of baking soda to prevent mildew; clean stove
- Close or transfer bank account
- Gather personal valuables and paperwork from safe deposit box and pack; mark to be carried with you
- Drain fuel and oil from lawnmowers, snow-blowers, trimmers, etc.
- Drain and pack garden hoses
- Send clothing, curtains, rugs to the cleaners and leave in cleaners wrapping
- Take down curtain rods, movable shelves, TV antenna and other miscellaneous items
- Pack suitcases for your trip
- Pack a box of essential items that you may need on moving day (tools, paper products, cleaners, etc.)

Moving Day

- Check off Items on your inventory sheets as they are taken from your house
- Be sure to load items in order so that it will be first off at your new home
- Take a last minute walk through (check closets, garage basement and attic) so movers have everything
- Make sure windows and doors are locked, faucets aren't dripping, lights are off, the phone is hung up
- Leave your new address with your Real Estate agent. Also, the keys if home is not sold yet.

Delivery Day

- Check off items on the inventory list as they are removed from the van

