

Moving Checklist and Planner

| TIME BEFORE MOVE | MOVING TO DO LIST | ADDITIONAL NOTES |
|------------------------|--|--|
| <p>2 MONTHS</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If using a mover: contact moving companies for estimates. <input type="checkbox"/> If moving yourself: contact truck rental companies for estimates. <input type="checkbox"/> Create a floor plan of new home for furniture placement. Sell or donate unneeded pieces. <input type="checkbox"/> Make a home inventory. Begin to remove clutter. Start with basement, attic, and garage. <input type="checkbox"/> Start a file of moving paperwork and expenses. Can be used for tax credits and claims. <input type="checkbox"/> For kids: arrange to transfer school records. <input type="checkbox"/> For family: arrange to transfer medical, dental, legal records. Ask for referrals. <input type="checkbox"/> For pets: transfer veterinary records. Take pets for immunization, if necessary. <input type="checkbox"/> Get your new home ready. Contact painters, carpenters, plumbers, locksmiths, roofers, etc. <input type="checkbox"/> Banking: prepare to transfer financial and safety deposit box contents to new branch. <input type="checkbox"/> Documents: be sure all personal, family, and financial records are accounted for: <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificates, passports, insurance, medical, dental, legal, and academic records. <input type="checkbox"/> Obtain missing documents from authorities. <input type="checkbox"/> <input type="checkbox"/> Choose a mover or truck rental company. Be sure to have references. <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>6 WEEKS</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If using a mover: schedule moving company. <input type="checkbox"/> If moving yourself: reserve moving truck, ask friends to help or hire a moving team. <input type="checkbox"/> Obtain and fill out post office change of address cards, or do online. Use mail forwarding. <input type="checkbox"/> File change of address with Federal Government (IRS, Revenue Canada). <input type="checkbox"/> Make arrangements for storage, if necessary. <input type="checkbox"/> Get antiques or valuables appraised. <input type="checkbox"/> Order moving materials: boxes, bubble wrap, packing tape, and other supplies. <input type="checkbox"/> Start to pack: seasonal clothing, sports gear, and other items not in immediate use. <input type="checkbox"/> Clean out closets and drawers. <input type="checkbox"/> Use food and supplies which cannot be moved. <input type="checkbox"/> Hold a garage or moving sale. <input type="checkbox"/> Give items away to charity. <input type="checkbox"/> Prepare antiques, collectables, and plants for extra special moving care (pianos). <input type="checkbox"/> For kids: arrange for special travel arrangements, flights. <input type="checkbox"/> For pets: arrange for special travel arrangements, flights. <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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| <p>4 WEEKS</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Notify friends and family of new address. Send change of address cards. <input type="checkbox"/> Schedule disconnection: of all utility services at old home, and connection at new home. <ul style="list-style-type: none"> <input type="checkbox"/> Telephone, cell phone, gas, electricity, water, cable, satellite, internet. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Change address: <ul style="list-style-type: none"> <input type="checkbox"/> Banks, credit cards, magazines, employer, clubs, associations. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contact insurance company for moving coverage and to transfer policy to new home. <input type="checkbox"/> Reserve elevators for move: apartments/condos. See if moving permits are required. <input type="checkbox"/> Hold a second moving sale. Donate to charity. <i>Yes, you still have too much stuff.</i> <input type="checkbox"/> Arrange for cleaning or repair of drapes, furniture, and carpet. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>3 WEEKS</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Properly dispose of items that cannot be moved (paints, cleaners, propane, flammables). <input type="checkbox"/> Recycle electronics, plastics, metals, papers, etc. <input type="checkbox"/> Prepare automobile and driver licensing and registration (if moving out of state or province). <input type="checkbox"/> For kids & pets: arrange child care or pet care for moving day. <input type="checkbox"/> Start a file for new homeowner: (roof, maintenance, appliance manuals). <input type="checkbox"/> Recycle electronics, plastics, metals, papers, etc. <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>2 WEEKS</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If moving yourself: Begin to pack bookshelves, kitchen, bedrooms, and bathroom. <input type="checkbox"/> Prepare for sale or disposal of items not sold during garage or moving sales. <input type="checkbox"/> Cancel newspapers. <input type="checkbox"/> Notify all creditors of move. <input type="checkbox"/> Service automobile before move. <input type="checkbox"/> Return borrowed items (friends, library). Collect lent items (CDs, books, toys). <input type="checkbox"/> Transfer prescriptions. Be sure to have enough medication on hand. <input type="checkbox"/> Pick up laundry and dry cleaning. <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> |

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| <p align="center">1 WEEK</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If using a mover: confirm date and time of packing and moving. <input type="checkbox"/> If moving yourself: confirm moving truck. Confirm help with friends or moving team. Pack. <input type="checkbox"/> Find a new home for plants or items that cannot be moved. <input type="checkbox"/> Confirm travel arrangements. <input type="checkbox"/> Pack a travel kit. Put aside critical items beforehand: <ul style="list-style-type: none"> <input type="checkbox"/> Financial: check book, credit cards, cash, traveler's checks, and foreign currency. <input type="checkbox"/> Travel: passports, birth certificates, ID, keys, flashlight, tools, papers for movers. <input type="checkbox"/> Baby Care: diapers, stroller, car seat, medications, clothing. <input type="checkbox"/> Children: toys, medications, books, clothing. <input type="checkbox"/> Kitchen: dishes, utensils, food. <input type="checkbox"/> Personal: bedding, clothing, toiletries, medicine, bandages. <input type="checkbox"/> Pack a Suitcase: have items on hand in case movers are delayed with belongings. <input type="checkbox"/> Cell Phone: keep the charger handy. <input type="checkbox"/> Settle any bills with local businesses. <input type="checkbox"/> Banking: transfer all financial and safe deposit box contents to new branch. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p align="center">ONE DAY BEFORE</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If using a mover: let movers pack your belongings. <input type="checkbox"/> If moving yourself: dismantle beds and large furniture. Continue packing items. <input type="checkbox"/> Defrost refrigerator and freezer. <input type="checkbox"/> Drain power equipment of oil and gas. Drain water hoses. <input type="checkbox"/> Drain waterbed. <input type="checkbox"/> Disconnect and prepare major appliances for move. <input type="checkbox"/> Set aside items to travel with you (like a travel kit) to prevent it from being packed. <input type="checkbox"/> Pack a box of items that will be needed first at new home. Mark "load last" on box. <input type="checkbox"/> Confirm arrival time of moving van or truck. <input type="checkbox"/> Confirm hotel or accommodation. <input type="checkbox"/> Have several copies of directions to your new home printed out. <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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| <p>MOVING DAY</p> | <ul style="list-style-type: none"> <input type="checkbox"/> For kids & pets: Drop off kids & pets at pre-arranged care site. <input type="checkbox"/> Make note of all utility meter readings. <input type="checkbox"/> Confirm bill of lading and inventory before signing. Keep forms in a safe place. <input type="checkbox"/> Do a final clean up of old home. Be sure to leave toilet paper and paper towels. Karma. <input type="checkbox"/> If using a mover: be sure someone is at the old house to answer questions. <input type="checkbox"/> If moving yourself: be sure helping friends and family have lunch. <input type="checkbox"/> Breathe. Moving is stressful. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>DELIVERY DAY</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Be available to answer any questions. <input type="checkbox"/> Check boxes and belongings. Note on the inventory record any damage. <input type="checkbox"/> Pay the truck driver, if applicable. <input type="checkbox"/> Supervise loading and unloading of belongings. Direct placement of items. <input type="checkbox"/> If using a mover: be prepared to pay the mover. Have cash on hand to tip. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <p>ODDS & ENDS</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Install new batteries in smoke and carbon monoxide detectors in new home. <input type="checkbox"/> Consider having your locks re-keyed. <input type="checkbox"/> Register to vote. <input type="checkbox"/> Start new newspaper subscription. <input type="checkbox"/> Contact new affiliations: churches, places or worship, clubs, associations. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> |