



Moving Checklist

Six Weeks to go

Four Weeks to go

One week to go

Moving Day

Six Weeks Before Moving:

Make an inventory of everything to be moved. Photos are a good idea
 Collect everything not to be moved for garage sale or charity.
 Contact charity for date and time of pickup - save receipts for tax records
 Contact a quality self storage project near your destination to reserve a unit
 Put together a moving kit with markers, labels, change of address forms, etc.
 Get cartons and packing material to start packing now
 Contract with a local mover to load your heaviest items
 Be sure to identify each box. Specially label those are are going to your storage unit
 Contact insurance agent to transfer or cancel coverage
 Check with employer to find out what moving expenses they will pay

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Four Weeks Before Moving:

Notify all magazines of change of address
 Check with veterinarian for pet records and immunizations
 Contact utility companies for refunds of deposits, set turn off dates
 Dry clean clothes to be moved, pack in protective wrappers
 Collect everything you have loaned out, return everything you have borrowed
 Service power mowers, boats, snowmobiles, etc., that are to be moved - drain all gas and oil to prevent fire in moving van
 Check with doctors and dentist for all family record and prescriptions
 Get children's school records
 Check freezer and plan use of food over next two to three weeks
 Remove all jewelry and other valuables to a safe deposit box or other safe place to prevent loss during move

- Give away or arrange for transportation of houseplants (most moving companies will not move plants, especially in winter) - Plants can also be sold at garage sales, or are perfect gifts for neighbors

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One Week Before Moving:

- Transfer or close checking and savings accounts. Arrange for cashier's check or money order to pay moving company upon arrival at new residence
- Have automobile serviced if driving long distance
- Fill out Post Office change of address forms, give to postmaster
- Check and make inventory of all furniture and other large items. Specially label items going to your storage unit
- Dispose of all combustible and spray cans (spray cans can explode or burn - Don't pack them)
- Pack a separate carton of cleaning utensils and tools (screwdriver, hammer, etc.). Make this a part of your moving kit.
- Separate cartons and luggage you need for personal family travel
- Mark all boxes that you pack with the room they will be going to at your new residence
- Organize at least one room in the house for packers and movers to work freely
- Cancel all newspapers, garden service, etc.
- Review the entire list to make list to make certain that you haven't overlooked anything
- Check and double check everything you have done before it's too late

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Moving Day:

- Plan to spend the entire day at the house. Last minute decisions must be made by you - Don't leave until after everything's loaded
- Hire a baby-sitter or send the children to a friend's house for the day
- Verify your inventory while loading is underway
- Tell everyone about fragile or precious items
- Make a final check off for the entire house, basement, closets, shelves, attic, garage and other rooms
- Keep your inventory records with you to help with unpacking and to clearly identify what's still in storage

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