

Moving Checklist

The big day is almost here! The final stages of construction on your new home are well underway and within a few short weeks, your family will have a new address. This can be a busy time in your lives and it's helpful to try to stay as organized as possible. The following checklist can assist you in your upcoming moving process:

1-2 Months Before Move

- _____ Create binder/folder for moving records (receipts, check lists, important documents, etc.)
- _____ Plan your moving method (storage facilities, truck rental, hiring movers, etc) and get cost estimates
- _____ Hold a garage sale, donate, sell or throw away any unnecessary items.
- _____ Purchase plenty of packing materials (boxes, tape, stuffing/padding, markers, etc.)
- _____ Make any home repairs that you have committed to making
- _____ Start using up food you have stored so there is less to move

3-4 Weeks Before Move

- _____ Begin packing non-essential items
- _____ Label boxes by room and contents
- _____ Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE
- _____ Fill out a Change of Address form at a post office and also with the IRS form # 8822.
- _____ Provide important contacts with your new address (family, friends, employer, doctors, credit card companies, etc.)

1-2 Weeks Before Move

- _____ Make sure all paperwork for the old and new place is complete
- _____ Use up all perishable food (fruits, vegetables, meats, dairy, etc.)
- _____ Pack items separately that you will need right away at your new place
- _____ Reconfirm your method of moving with those involved
- _____ Find someone to help watch small children on moving day
- _____ Begin to pack your suitcases with clothes and personal items for the trip
- _____ If traveling far, notify credit card company to prevent automated deactivation
- _____ Get rid of flammables such as paint, propane, and gasoline
- _____ Finalizing packing and clean as you go

2-4 Days Before Move

- _____ Defrost your freezer and clean out the fridge
- _____ Make a schedule for moving day of who needs to be where and at what time
- _____ Plan when/how to pick up the truck (if rented)

- _____ Prepare for the moving expenses (fuel, movers, food, lodging)
- _____ Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- _____ Pack a bag for water bottles, toilet paper, tissues, pen/paper, snacks, documents, and essentials

Moving Day at your old place...

- _____ Remove bedding and take apart beds
- _____ Walk through the empty place to check for things left behind - look behind doors and in all closets and cupboards
- _____ Leave your contact info for new residents to forward mail
- _____ Lock the windows and doors, turn off the lights
- _____ Use a padlock to lock up a rented truck

Moving Day at your new place ...

- _____ Perform an initial inspection, note all damages, take photographs if needed
- _____ Offer drinks and snacks, especially if the helpers are volunteers
- _____ Verify utilities are working - especially power, water, heating, and cooling
- _____ Direct movers/helpers where to put things
- _____ Clean the kitchen and vacuum as needed (especially where furniture will be going)
- _____ Assemble beds with bedding (important piece of furniture you'll need that night)
- _____ Begin unpacking, starting with kitchen, bathroom and other essentials

Moving In - Weeks 1-2

- _____ After you are moved in, update your home inventory, including photos of rooms
- _____ Schedule a time to get a local driving license and update vehicle registration
- _____ Confirm that mail is now arriving at your new address
- _____ Replace locks and make at least 2 copies of your new keys
- _____ Find new doctors, dentists, etc.
- _____ Make sure your previous utilities have been paid for and canceled