

*Check List
for a Smooth
Move*

*Everything you need to
know to move*



3 Months Prior to Moving Day-12 weeks

- Start getting the details of your move organized as soon as you can.
- Create a "move information" file. Using a brightly colored organizer folder with interior pockets makes it easy to store important information and collect receipts for moving-related expenses.
- Study company relocation policy to see what expenses are covered (if applicable)
- Check which moving expenses will be tax deductible
- Find a REALTOR to market your home
- Estimate moving van costs
- Find a REALTOR in your new city, the realtor selling your home may be able to connect you with someone

2 Months Prior to Moving Day-8 weeks

- Check out the different resources available for your mortgage
- Estimate the amount you can spend on a house (your mortgage company can help with this)
- Choose the van line for your move
- Choose a new house (work closely with your realtor)
- Arrange house financing and set tentative closing dates (this may depend on you selling your current home)
- Contact an agent for new home and auto insurance
- Arrange for transfer of school records
- Schedule pickup and delivery dates with your mover and arrange storage, if needed
- For high value items you will be shipping, obtain an appraisal and gather receipts
- Make your travel arrangements including hotels and flights, if needed
- Plan where to spend your last night in current city



6 Weeks Before Moving Day

- Ask the Internal Revenue Service for information about tax deductions on moving expenses and what receipts you'll need to keep.
- Contact your insurance agent to transfer property, fire, auto and medical insurance.
- Contact any clubs or associations you are affiliated with for information on transferring, selling or ending your memberships.
- Start becoming acclimated to your new community. Contact the Chamber of Commerce or Visitor's Bureau to request information on schools, parks and recreation, community calendars and maps.
- Sit down and start organizing your move. Make a list with three columns: items to leave behind, items to sell in a yard sale, and items to give to friends or family
- Begin sorting out those items you do not plan to move
- While you are sorting through your belongings, remember to return library books and anything else you have borrowed. Also remember to collect all items that are being cleaned, stored or repaired (clothing, shoes, furs, watches, etc.).
- Plan a date for a garage sale

5 Weeks Before Moving Day

- Begin pricing items for the yard sale if you are going to have one
- Begin to use up supplies of canned goods, frozen foods and other household items. Buy only what will be used before moving.

4 Weeks Before Moving Day

Places to Notify:

- Notify the post office that you are moving. An online Change of Address form is available on the United States Postal Service Web site.
- Prepare a list of friends, relatives, business firms and others who should be notified of your move.



Utilities:

- Notify current utilities-gas, phone, electric, water, cable TV-of disconnect dates and forwarding address
- Gather personal records from doctors, dentists, lawyers, accountants, schools, religious institutions
- Obtain names, phone numbers and requirements (such as deposits) for utility companies
- Call ahead to have utilities connected at your new home the day before or the day of your scheduled move-in.
- When organizing dental and medical records, be sure to include prescriptions, eyeglass specifications and vaccination records.
- Call you car insurance agency and ask about rates in the new city
- Notify your credit card companies of change of address

Utilities	Personal Accounts
Electric	Pharmacy
Gas	Dry Cleaner
Water	Lawn Service
Telephone	Bank/Finance Companies
Sewer District	Credit Card Companies
Trash	Laundry Service
Cable/Satellite	Auto Finance Company
Fuel (Oil/Propane)	Health Club
Sewer District	
Professional Services	Publications
Doctor(s)	Newspapers
Dentist	Magazines
Accountant	Newsletters
Lawyer	Professional Journals
Broker	
Insurance Agency	
Government Offices	
Department of Motor Vehicles	
Social Security Administration	
State/Federal Tax Bureaus	
City/County Tax Assessor	
Veterans Administration	



Packing Details:

- Start including your children in the move planning. Make it exciting and fun by having your kids do some of their own packing, and let them suggest layouts for their new room.
- Start collecting suitable containers and packing materials:
- Bubble wrap, tape, boxes, shredded paper, paper towels to wrap fragile things in, extra towels to wrap around things, blankets to protect your furniture (the moving van may come with several of these)

Garage Sale:

- Hold your garage sale
- Donate clothing or household goods not sold to charitable organizations. Obtain receipts showing the items' approximate value for possible tax deductions.

3 Weeks Before Moving Day

- Verify your schedules with real estate agents, landlords and arrange interim housing if needed
- If you are driving, have your car serviced
- If you have young children, arrange for a baby-sitter to watch them on moving day. Since you'll be concentrating your efforts on the move, a sitter can keep your children occupied and make sure they remain safe during the busy loading process.
- Wills, stock certificates and other one-of-a-kind items (jewelry, photos, home videos) are difficult or impossible to replace. Plan to carry them with you instead of packing them.
- Drain oil and gas from your power equipment
- Cancel deliveries and services, such as newspapers, diaper service and trash collection as of moving day



Arranging for Pets and Plants:

- Obtain veterinary records and licenses, get new tags if needed and arrange for pets' transportation
- Some states permit the entry of all house plants; others admit them in accordance with specific rules and regulations.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations. See that identification and rabies tags are securely attached to your pet's collar.
- Arrange for transportation of pets. Take them in the car or send via air. Consider boarding pets either at destination or at a kennel near your present home until you are settled in the new city.

2 Weeks Before Moving Day

- Take the family for a farewell visit to some of the places that hold happy memories.
- Have a going-away party for the children and their friends.
- Have some fun for yourself...an open house or an informal dinner or barbecue. Keep it simple.
- Make final packing decisions. Start preparing for the move of those items you don't use often.
- Clean and clear your home including closets, basements and attics.
- Plan meals that will use up the food in your freezer.
- Thousands of people leave town without clearing their safety deposit boxes. Don't be one of them. Call your bank to find out how to transfer your bank accounts, as well.
- Drain all the oil and gasoline from your lawn mower and power tools to ensure safe transportation. Refer to your owner's manual for specific instructions.
- Purchase necessities for the first week in your new home
- When first moving into a new house, you may find a lot of the things you'll need for the first week that you didn't think to pack in an obvious place.



Below is a list of necessities and separated them into categories to check off. We suggest that you pack these items in a box and carry it in your car or place it in the very back of the moving Van

General:	
Paper plates	Plastic or Styrofoam cups
Plastic utensils	Can opener
Snacks	Telephone
Small phone book for new town	Local map
Important contact names and numbers	Toilet paper
Shower curtain	Medications
First aid kit	Flashlight
Extension cord	Paper towels

Cleaning supplies:	
Broom	Glass cleaner
All purpose cleaner	Scrub brush
Trash bags	

If you have children:	
Formula or snacks	Extra blankets
Change of clothes	Toys
Diaper supplies	

If you have pets:	
Leash	Carrier
Toys	Treats and food
Food and water dishes	Pooper scooper
Litter box and litter	

Tools:	
Hanging nails	Hammer
Screwdriver	Tape measure
Box cutter	Pen or marker



Preparing Household Items:

- Federal law requires that you dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons such as weed killer. Drain fuel from your power mower and other machinery. Discard partly used cans of oil, paint, thinner, bleach, or any other substances that may be flammable or combustible or those stored in containers that may leak.
- Discard propane tanks which are used for barbecue grills.
- Set an appointment with a service technician to prepare your major appliances for shipment — or have your agent send someone out who is authorized to perform this service.
- Set a date for having utilities disconnected. If possible, plan to keep utilities in service through moving day.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.
- Obtain a written appraisal of antique items to verify value. Avoid waxing or oiling wooden antiques (and fine wood furniture) before moving because some products might soften the wood, making it vulnerable to imprinting from furniture pads.
- Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture must be placed in storage.



1 Week Before Moving Day

This is your week to tie up loose ends.

- Pack your luggage and anything you are taking with you
- Use only those household items you absolutely need-everything else should be ready to go
- You may want to mark some boxes to be loaded last so you will have them first thing when arriving at your new home
- Pack your suitcases and confirm your personal travel arrangements (flights, hotel, rental cars, etc.) for your family. Try to keep your plans as flexible as possible in the event of an unexpected schedule change or delay.
- Make sure your agent knows the address and phone number where you can be reached until you get into your new home.
- Empty, defrost, and clean your refrigerator and freezer, and clean your stove, all at least 24 hours before moving to let them air out. Try using baking soda to get rid of any odors.
- Prepare a "Trip Kit" for moving day. This kit should contain the things you'll need while your belongings are in transit.

Moving Out Day

- Strip your beds, and make sure the bedding goes into a "Load Last" box.
- Since you'll probably want to clean before the furniture is unloaded off the truck, make sure your vacuum is packed last, so it can be unloaded first.
- Make a final inspection before you leave.
- Water shut off? Furnace and air conditioner shut off?
- Light switches turned off?
- All utilities arranged for disconnection?
- Windows shut and locked?
- Old house keys surrendered?
- Have you left anything?
- Check closets, cabinets, and storage lockers for any articles overlooked.



Moving In Day

- Check to make sure the utilities have been connected, and follow up on any delays.
- Make sure your phone is connected. Ideally, you should have the phone company hook it up the day before you move in
- Confine your pets to an out-of-the-way room to help keep them from running away or becoming agitated by all of the activity.
- To prevent possible damage, televisions, stereos, computers, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature.

One Week After the Move

Settling In:

- Test security and smoke alarms
- Inspect your yard for any holes in the fence, etc. before letting the pets out
- Get local emergency numbers and post them
- Find the right cellular phone service if your current one does not work where you moved
- Get a professional to set up appliances like a gas dryer, range or refrigerator
- Get a local map and learn your way around
- Enroll children in school
- Buy new plants and flowers
- Hang artwork
- You may want to select an attorney to discuss laws that pertain to your destination state, county, and/or city. Be sure to cover such matters as wills, transfers of property and investments, insurance regulations, inheritance laws, taxes, etc. Most laws affect a family as soon as residence in the new state and city is established.



Services to connect or get:

- Transfer all current prescriptions to a drugstore in your new town.
- Check with your new post office for any mail being held and ask for delivery to start.
- Call the local trash service to get prices and times of service
- Set up cable or satellite service
- Find a new veterinarian, doctor and dentist
- Check prices on a phone service and get it connected if it is not already

Things to change:

- Find a bank, apply for new bank cards and local store charge accounts. Transfer bank accounts and safe deposit box
- Go to the DMV for new plates and registration of your vehicles. You can usually register to vote when you get your Driver's License. Make sure you know if there is a time limit or not so you don't get charged for being late.
- Check school schedules and enrollment requirements
- Obtain information from area religious institutions
- Scout your new neighborhood for shopping areas. You may need furniture, tools, or house wares unexpectedly.

Miscellaneous:

- Recycle or store moving boxes
- Submit moving expenses to your employer (if job related move)
- Compile receipts of the move for tax purposes
- Get a new propane tank for the grill and fuel for the gas powered tools
- Check your home warranty coverage
- Establish a file for all warranties
- Keep a binder of all Real Estate documents

