



MOVING CHECKLIST

4 Weeks Prior to Moving Day

Done	Task	Notes												
<input type="checkbox"/>	Set the date.	Mondays - Thursdays are your best choices so that banks and offices are open, in case you have a problem.												
<input type="checkbox"/>	Arrange for utility transfers.	<p>Notify current and future utility providers of your move date. Note when current security deposits will be refunded and how much is due when for the new ones. This includes:</p> <table border="0"> <tr> <td><input type="checkbox"/> Cable/satellite TV</td> <td><input type="checkbox"/> Cell phone service</td> </tr> <tr> <td><input type="checkbox"/> Electricity</td> <td><input type="checkbox"/> Gas</td> </tr> <tr> <td><input type="checkbox"/> Internet/ broadband</td> <td><input type="checkbox"/> Local phone service</td> </tr> <tr> <td><input type="checkbox"/> Long distance service</td> <td><input type="checkbox"/> Propane</td> </tr> <tr> <td><input type="checkbox"/> Recycling pick-up</td> <td><input type="checkbox"/> Water & Sewer</td> </tr> <tr> <td><input type="checkbox"/> Security system</td> <td><input type="checkbox"/> Trash pick-up</td> </tr> </table> <p>NOTE: It's a good idea to schedule utility turn on dates at least one day prior to the move date and turn off dates at least one day after the move to allow for emergencies or issues that may arise.</p>	<input type="checkbox"/> Cable/satellite TV	<input type="checkbox"/> Cell phone service	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Internet/ broadband	<input type="checkbox"/> Local phone service	<input type="checkbox"/> Long distance service	<input type="checkbox"/> Propane	<input type="checkbox"/> Recycling pick-up	<input type="checkbox"/> Water & Sewer	<input type="checkbox"/> Security system	<input type="checkbox"/> Trash pick-up
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<input type="checkbox"/>	File change of address.	File a Temporary or Permanent Change of Address with the U.S. Post Office. You can file online at www.usps.com , or go to the local Post Office and complete form PS 3575.												
<input type="checkbox"/>	Hire movers or reserve the truck.	<p>Get a written estimate showing all expected charges. Watch out for expensive add-on fees. Check with your insurance agent on moving coverage.</p> <p>If needed, start recruiting friends, family and co-workers well in advance.</p>												
<input type="checkbox"/>	Get the essential moving supplies.	<ul style="list-style-type: none"> <input type="checkbox"/> Markers to label boxes (preferably wide tip, dark color) <input type="checkbox"/> Moving boxes <input type="checkbox"/> Newsprint, packing peanuts or other cushioning material <input type="checkbox"/> Packing tape <input type="checkbox"/> Scissors or utility knife 												
<input type="checkbox"/>	Start packing!	<p>Almost everyone under-estimates how long it takes to pack, so start early.</p> <p>Donate unwanted items to charity, give them to friends, prepare them for a yard sale or throw them out.</p>												
		Notes:												

4 Weeks Prior to Moving Day (continued)

Done	Task	Notes
<input type="checkbox"/>	Notify specific people of your change of address.	<p>Create a change of address list. Some of the people who might need your change of address include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountant/tax preparer <input type="checkbox"/> Alumni associations <input type="checkbox"/> Attorneys <input type="checkbox"/> Babysitter/ child care provider <input type="checkbox"/> Banks (car loans, checking & savings accounts, credit cards, IRA's, mortgage & home equity, safe deposit box) <input type="checkbox"/> Broker <input type="checkbox"/> Business cards (order new ones) <input type="checkbox"/> Cell phone provider <input type="checkbox"/> Child care/ daycare <input type="checkbox"/> Courts, especially for traffic tickets or local disputes <input type="checkbox"/> Credit bureaus <input type="checkbox"/> Credit card issuers <input type="checkbox"/> Dentist <input type="checkbox"/> Department of Motor Vehicles <input type="checkbox"/> Diaper service <input type="checkbox"/> Doctor <input type="checkbox"/> Dry cleaning pick-up and delivery <input type="checkbox"/> Family <input type="checkbox"/> House cleaning service <input type="checkbox"/> House of worship <input type="checkbox"/> Insurance providers (auto, health, life, other vehicles) <input type="checkbox"/> Lawn care / snow removal service <input type="checkbox"/> Luggage tags (replace existing ones) <input type="checkbox"/> Magazine & newspaper subscriptions <input type="checkbox"/> New employer <input type="checkbox"/> Old employer <input type="checkbox"/> Passport <input type="checkbox"/> Pet sitter/ dog walker/ pet day care <input type="checkbox"/> Pharmacy <input type="checkbox"/> Physical therapist <input type="checkbox"/> Professional organizations <input type="checkbox"/> Retirement plan holders <input type="checkbox"/> Return address labels (order new ones) <input type="checkbox"/> Schools (get copies of transcripts) <input type="checkbox"/> Security Alarm companies <input type="checkbox"/> Social Security Administration <input type="checkbox"/> Veterinarian (get vet records & recommendations) <input type="checkbox"/> Water delivery service <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<p>Notes:</p>

2 Weeks Prior to Moving Day

Task	Notes
Return items.	<p>Here are some critical items to return prior to moving:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cable/ satellite receiver boxes, remote controls, dishes, modems <input type="checkbox"/> Carpet shampooer <input type="checkbox"/> Clothing (borrowed) <input type="checkbox"/> Library books, DVD and video game rentals <input type="checkbox"/> Tools (borrowed or rented) <input type="checkbox"/> Unwanted purchases
Retrieve items.	<p>Be sure to retrieve any of the following items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clothing at dry cleaners, tailors or in storage <input type="checkbox"/> Clothing lent to friends <input type="checkbox"/> Items at repair shops <input type="checkbox"/> Tools lent to neighbors or friends
Open new bank accounts	<p>You may want to open a new safe deposit box at the same time, and move all vital papers and/or jewelry into the box in advance.</p>
Create 'Open Me First' box for specific rooms.	<p>You'll need to access certain packed items almost immediately after you arrive. Pack them together in special boxes (one per room) for the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen: <ul style="list-style-type: none"> <input type="checkbox"/> Storage containers <input type="checkbox"/> break-proof or disposable flatware, cups, and plates <input type="checkbox"/> coffee maker (don't forget the filters!) and tea kettle <input type="checkbox"/> dish detergent <input type="checkbox"/> frying pan and spatula <input type="checkbox"/> pet food and bowls <input type="checkbox"/> scissors <input type="checkbox"/> Main Bathroom <ul style="list-style-type: none"> <input type="checkbox"/> bath mat, towels & washcloths <input type="checkbox"/> first-aid kit (aspirin, band-aids, hydrogen peroxide) <input type="checkbox"/> hair dryer <input type="checkbox"/> shampoo and soap <input type="checkbox"/> toothbrushes and toothpaste <input type="checkbox"/> Tool room or drawer <ul style="list-style-type: none"> <input type="checkbox"/> batteries <input type="checkbox"/> duct tape <input type="checkbox"/> flashlight <input type="checkbox"/> Phillips-head and flat-head screwdriver <input type="checkbox"/> hammer <input type="checkbox"/> level <input type="checkbox"/> picture hangers <input type="checkbox"/> tape measure <input type="checkbox"/> utility knife
Finish packing 'non-living' rooms.	<p>At the two-week mark, you should have the non-essential rooms finished such as the basement, garage, attic, utility rooms, etc. so you can focus on main living areas for the remaining time.</p>
Yard sale.	<p>Sell non-essential items.</p>
	<p>Notes:</p>

1 Week Prior to Moving Day

Done	Task	Notes
<input type="checkbox"/>	Confirm start time, current home address and future home address with movers.	Even if you already have this information, it's a good idea to double-check.
<input type="checkbox"/>	Got cash?	Most moving companies insist on being paid in cash before they unload a single box. Be sure to have the correct amount with you for moving expenses, deposits, tips, and anything else you'll need on moving day.
<input type="checkbox"/>	Recruit friends for Moving Day.	Having extra help for last-minute errands or helping to watch movers and answer questions can be invaluable.
<input type="checkbox"/>	Child and/or pet sitting arrangements	Having small children and pets watched on Moving Day can eliminate a lot of stress and confusion.
		KEEP PACKING!

1 Day Prior to Moving Day

Done	Task	Notes
<input type="checkbox"/>	Make sure everyone's cell phone is fully charged.	This would be a bad day to be out of contact.
<input type="checkbox"/>	Have everyone pack one or two suitcases (no more).	Keep a suitcase with you, instead of the moving truck, with these items will make things easier once you move in: <ul style="list-style-type: none"> <input type="checkbox"/> Eyeglasses <input type="checkbox"/> Favorite toy for the kids <input type="checkbox"/> Prescriptions <input type="checkbox"/> Something to read <input type="checkbox"/> Three days' worth of changes of clothes <input type="checkbox"/> Toothbrush and toothpaste (if not in 'Open Me First' box)
		Notes:

Moving Day!!!

Done	Task	Notes
<input type="checkbox"/>	Start early.	Moving is stressful enough without waking up late and running around with movers waiting outside.
<input type="checkbox"/>	Exchange cell phone numbers with movers.	Things come up on moving day- make sure you have a way to stay in contact.
<input type="checkbox"/>	Be available for movers' questions.	You need to be visible and available at all times- near the door is usually a good spot.
<input type="checkbox"/>	Perform final checks before leaving current home.	Here are some final items to verify before shutting the door for the last time: <ul style="list-style-type: none"><input type="checkbox"/> Are the air conditioning, fans, and heat turned off?<input type="checkbox"/> Is the water shut off, including to hoses?<input type="checkbox"/> Are the light switches turned off?<input type="checkbox"/> Are the keys and garage door openers for current home turned in or left on the kitchen counter?<input type="checkbox"/> Anything left in refrigerator, freezer, stove, drawer under stove, in closets, in bathroom, under porch, in garage, in attic, in crawlway?<input type="checkbox"/> Did you pack your hoses and sprinklers?<input type="checkbox"/> Take all garbage out of the house.
		Notes: