

Moving Checklist

So you're moving. (Help!) Use this handy checklist to help you get through it with confidence and stress-free efficiency.



Six Weeks Before

- Hire a mover. This is a super-important decision, so ask your friends for recommendations. Get quotes from at least three licensed companies. Be sure to ask the following questions:
 - Are on-site estimates offered?
 - How is pricing determined?
 - Will the movers pack items? (If so, at what additional cost?)
 - Is the quote binding or nonbinding?
 - What insurance is included?
 - What additional charges may come up?
- Request a copy of the signed contract.
- Contact your insurance company for additional coverage (optional).
- Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

Five Weeks Before

- Conduct a room-by-room survey. Sort items to keep, donate, throw out, and sell.
- Hold a garage sale if you feel like it.
- Have valuable items appraised. Photograph or videotape them. Upload images onto your computer, and save them to a CD.

Four Weeks Before

- Gather packing supplies, including:
 - Boxes (various sizes; wardrobe boxes)
 - Box cutters
 - Tape (packing, masking, blue painters')
 - Tape dispensers
 - Wrapping material (bubble, plastic, tissue paper)
 - Labels
 - Colored stickers
 - Other: _____

Three Weeks Before

- Pack contents of garage, attic, and storage areas, as well as other items you don't use daily (books, holiday decorations).
- Assign a color to each room. Mark boxes and furniture with appropriate stickers.
- Label and number each box. Keep a master inventory list with contents of each box.
- Have utilities and phone/Internet services disconnected in the old home the day after you leave and installed in the new home the day before you arrive.
- Call a locksmith to have your new home's locks changed on moving day or before.
- Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave, if desired.
- Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

Two Weeks Before

- Pack the bulk of your items. (See Packing Tips for details.)
- Complete a change-of-address form online (usps.com) or at the post office.
- Notify magazines, newspapers, banks, and credit card companies of your new address.

One Week Before

- Print an information sheet for the movers. Include the old and new addresses, directions, and your cell phone number.
- Get a cashier's check for the moving company, if necessary. Withdraw cash for the tip.
- Finish packing. Set aside enough clothing for the week ahead, plus a suitcase or two for those items.
- Put small valuables and important documents in a box or bag. Ask a friend to hold on to it until you're settled, or lock it in the trunk of your car on moving day.
- Create a last-out, first-in box with all day-to-day necessities, including any of the following:
 - Bedding
 - Towels
 - Toiletries
 - Toilet paper
 - Basic tools
 - Cleaning supplies
 - Medications
 - Camera (to document items broken in transit)
 - Snacks
 - A few dishes and utensils
 - Other: _____

Moving Day

- Do a walk-through before movers arrive to make sure everything is packed.
- Make sure there are no items left behind.
- Give keys to the real estate agent or landlord.
- Arrange for someone to direct the movers at your new home. (They'll need to know where to put all the boxes.)
- Check items off the inventory list as they are unloaded.
- Inspect for damages. Photograph relevant items before signing the release (sometimes referred to as a bill of lading).
- Tip the movers (usually about \$20 per person).
- Test faucets, toilets, utilities, phones, smoke detectors, and security systems.
- Turn on water heater, if necessary.
- Flatten boxes. Set them out for recycling, or store for future use.

Hooray. You made it. Welcome to your new home.

Notes
