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Here's a helpful Moving Checklist and Timeline for the super-efficient planners who want to jump start their upcoming move.

6-8 Weeks before Moving Day

- **Obtain A Notebook** – having a dedicated notebook to write down all things moving will help you as you move through the process to stay organized and on top of your do to list
- **Create A Detailed Inventory** – creating an detailed inventory of all of your belongings will help you assist moving companies in putting together an estimate and keep you organized on what items you are moving, what items you are selling, and what items you are throwing out before the move
- **Call Around To Local Moving Companies To Get FREE Moving Estimates** – request that an estimator come out to your home to look at all of your possessions or offer to send the detailed inventory list to them. Moving estimates should be free; if the company wants to charge you for the estimate then they will likely nickel and dime you in all aspects of your move
- **Do Your Homework** – make sure that you are detailed about researching moving companies in your area to service your move, view online reviews, Better Business Bureau ratings and complaints, real estate agent recommendations, and past customer experiences to gather all of the information before making a decision
- **Contact Insurance Provider** – if you are moving across state lines contact your provider to see if your vehicle and other policies & coverage need to be updated
- **Family Pets** – contact your family vet to obtain all important medical records and make an appointment for kenneling your pet on move day
- **Downsizing** – review the layout of your soon-to-be new home and see if you need to downsize your belongings. This is a good opportunity to give back to the community that you lived in by donating items to local organizations or charities. Contact the moving company you are working with because they might be a good resource for local charities for donations
- **Garage Sale** – “one man’s trash is another man’s treasure” - Sell those unwanted items
- **Trash Day** – throw out the items you are not moving, not donating and did not sell. You don’t want to end up on A&E’s hit show Hoarders so just toss the stuff away

4 – 6 Weeks Before Moving Day

- **Change Your Address** – go to your local US Postal office and ask for a “Moving Kit” file the change of address form at the Post Office and your local IRS office
- **Decision Time** – it’s time to decide on and schedule the moving company that is going to service your move. Ask them to send over a copy of their insurance documentation as well as anything they will ask you to sign the day of the move so you have enough time to look it over, read it, and understand it before moving day



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- ❑ **Cancel Utility Services** – contact your utility providers and set up disconnection of the utilities for the DAY AFTER your move. Do not have them turned off the day before or day of your move because you don't want to be working in the dark or cold with no running water
- ❑ **Collect Moving & Packing Supplies** – obtain all of the packing materials through your moving company or local stores
- ❑ **Separate All Important Documents/ Valuables** – separate all of your “important” documents from the rest of your documents but them all in one box and label it so the movers do not take it. Make sure that you have this box with you in case of an emergency. Do the same with valuables such as jewelry, collectables, and artwork

2 – 3 Weeks Before Moving Day

- ❑ **Return All Rentals** – take those library books back, the rented movies and video games, and return your neighbors crock pot and casserole dish
- ❑ **Home Deliveries** – stop all newspaper deliveries or other home deliveries to your “old” home
- ❑ **Dispose Of Potted Plants** – your moving company will not transport live plants on the moving van, so time to dig them up, clean out the pots, and/or replant in the yard
- ❑ **Update Your Inventory List** – update the inventory list from before to remove any items that might have been sold or donated. Contact your moving company and send them an updated inventory list and also confirm that your moving appointment is scheduled
- ❑ **Meals** – prepare all of the meals for the final week that you are in the “old home”
- ❑ **Packing** – begin the process of packing all of your items. Do not just label the boxes on top after they are packed, make sure that at least two side of the box are also labeled with the contents and what room it goes to
- ❑ **Take Time Off Work** – schedule time off from your job for moving day. You need to be home and present when the movers are in your home. If you have young children also schedule day care or for a friend or family member to watch them on moving day so they are out of the house
- ❑ **Dispose Of All Hazardous Materials** – properly dispose of all old paint cans, paint thinner, mineral spirits, bleach, or other materials that need to be handled with care

1 Week Before Moving Day

- ❑ **Empty Gas Powered Equipment** – grills, lawn mowers, heaters, weed eaters and any other gas powered appliances all need to be drained of gas and oil. The Department of Transportation does not allow gas and oil in equipment while in transit, this applies both across town or across the country
- ❑ **Notify All Institutions** – contact all of the parties that need to know (utility companies, etc) and let them know about your change in address and phone number
- ❑ **Bank/Safety Deposit Boxes** – empty the content of your safety deposit box and transfer or cancel bank accounts if needed



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- Separate Boxes and Belongings** – make sure that you have a pile of stuff that you are taking separated from the rest of the items that your movers will be moving for you. Also make sure that you have separated boxes into piles based on weight (lighter boxes together, heavier boxes together)
- Re-confirm** – contact your moving company and utility companies to make sure that everyone is on the same page
- Packing** – finish up the last of your packing

2 – 3 Days Before Moving Day

- Defrost the Fridge** – empty your fridge and freezer and start the process of defrosting them. Make sure that they are turned off and unplugged
- Important Documents** – make sure you have all important files, paper, invoices, receipts, and coupons separated and in a safe place for move day
- Electronics** – disconnect all non-essential electronics, wrap, box, and label them correctly
- Disassemble Furniture** – Some moving companies charge extra for the disassembly of furniture. You can ask beforehand. Save yourself time and/or money and take apart any non-essential furniture, beds, dresser/mirrors, sectionals

Moving Day

- Check DOT Number** – when the truck pulls up to your home make sure that there is a DOT # on the side of the truck and that the DOT # matches the number on the paperwork/ Bill of Lading you were given
- Home Walk Through** – walk through the home with the entire moving crew not just the foreman. Point out any special items that you have or items you want treated with extra special care as well as items that may be staying
- Approve & Sign** – quickly read over the Bill of Lading to make sure it is the same document you read several weeks ago. Sign off on the move and let the movers get to work
- Lend A Helping Hand** – hold open doors, provide water, and stay involved in the moving process. This is not the day to mentally check out
- Clean Up** – after everything is out start the process of cleaning your “old” home
- Pay the Bill** – most moving companies require payment at the completion of the move. Be prepared with the proper method of payment and understand the charges

After the Move

- Submit Your Review** – jump online and review the moving company that you used so the next person who is doing their research can see what you thought of them
- Enjoy your new home!**