

**SMOOTH
MOVE**



THE ULTIMATE MOVING CHECKLIST

2 MONTHS BEFORE MOVING

- Create a Moving Binder. This can be a physical binder, or Google Drive folder! This is where you'll keep all your to-do lists, receipts, contracts and any other files you need for your move
- Decide on a moving budget
- Get Estimates from at least 3 moving companies
- Request time off for moving day
- Plan to get rid of items you don't need
 - Garage Sale
 - Donations
 - Trash
- Create a Room-By-Room inventory for insurance
- Research and choose schools and doctors
 - Request transcripts for your kids, get medical records for the whole family
- Get updated pet records, find out if you will need to license your pet in your new home
- Back Up Computers, Files and Photos
 - Organize and pack financial and legal records, and make sure you have copies in case anything happens to them

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6 WEEKS BEFORE MOVING

- Choose your moving company
 - Read all contracts before you sign them
 - Confirm your moving company's DOT number
- Tell important parties about your move
 - Request a change of address from the post office
 - Notify your children's current schools, your doctor and other service providers
 - Talk to your insurance company, and find out if you need to switch or change your policy
 - Notify utility companies, tv and internet providers that you will need to stop or change service.
 - Notify subscription services about your change of address
- Measure doorways, stairways, and elevators to make sure all your furniture will fit.
- Order packing supplies, or begin collecting free boxes from friends and local businesses
- Ask if there are requirements for moving from your landlord
 - Give them your new address for your safety deposit check
- Address any important home repairs
- Have vehicles serviced if you're moving long-distance
- Label your moving boxes, marking those for fragile items and numbering all the boxes
- Pack a little bit each day to make packing easier
 - Start with items you rarely use, such as seasonal decorations!
- Research your new community
- Spend time with family and friends, especially if you are moving far away

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ONE MONTH BEFORE MOVING

- Reserve your moving date with your chosen moving company
- Make travel arrangements if flying or staying in a hotel before your move
- Pack important documents such as birth certificates and passports to keep with you during the move, so they are easy to get to if you need them!
- Plan out where furniture will be in your new home.
 - Measure furniture and room dimensions if possible, to create a layout
- Fill any prescriptions you need and make sure you'll have enough to last until you have a new doctor/pharmacy
- Transfer your bank and credit card accounts to your new address
- Set up tv and internet accounts for your new home
 - Schedule any required installations and a start date
- Confirm parking options for your moving truck – you may need a permit for moving day.
- Purchase moving insurance: this will protect your belongings en route!
- Start the process of enrolling your kids in their chosen school
- Make a moving day playlist!

THE ULTIMATE MOVING CHECKLIST

2 WEEKS BEFORE MOVING

- Confirm your move in day with your real estate agent
- Confirm moving day plans with your moving company
- Begin packing in earnest
 - Create a list of the items in each box, and keep it in your moving binder
- Return library books and anything you've borrowed from friends
- Collect anything you've loaned to friends, things in storage and anything you have in safety deposit boxes
- Discontinue regular services like newspaper delivery, trash pick-up and lawn service.
- Schedule servicing for any appliances that are moving with you
- Make a moving plan for large items, such as your swing set, trampoline and satellite TV antenna
 - If you have house plants, decide how they will be shipped
- Make a "Moving Day Bag"
 - Include snacks for the drive, clothes, medications, toiletries and any electronics you will need. These will go with you, not on the truck!
- Confirm the end date for utilities, phone and tv services at your current residence.
- Confirm the start date for services in your new home!
- Cancel or transfer your gym membership
- Start using up food in your pantry and freezer.
 - Don't buy much at the store right now; you don't want to have to throw out food on moving day, or pay extra to move nonperishable foods.
- Arrange for child and pet care during your move to keep them safe and happy
- Have your mail forwarded
- Clean outdoor furniture and bring it inside, so it is clean for the move.
- Have a moving party! Celebrate with friends about this new chapter in your life!
- Important:** DISPOSE of flammable items, bleach, cleaning fluids and aerosol cans. DO NOT pack these.
- For Social Security Beneficiaries:** change your address for benefits within 10 days of moving by notifying the SSA, the department of Veterans Affairs and the IRS

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THE ULTIMATE MOVING CHECKLIST

THE WEEK OF YOUR MOVE

- Use up all your frozen foods, or gift them to family and friends
 - Clean out your refrigerator. If moving the fridge, defrost and dry before moving day
 - Donate nonperishable foods that you can't take with you.
- Take out cash for tipping your moving crew
- Finish packing everything but the essentials to get you to moving day
- Confirm your travel plans
- Say goodbye to neighbors
- Begin cleaning empty rooms
 - Double check shelves and closets for any items you've missed
- Collect keys and garage door openers to give to your real estate agent for the new owners
- Check the weather for your moving day, and be prepared for rain or snow
- Take photos of your home for insurance purposes, just in case!
- Make sure your credit card company knows you are moving. Purchases in a new location can cause your card to be flagged or declined!
- Pack a suitcase to live out of for the last couple days before the move (and until you've unpacked the rest of your clothes in your new home)
- Schedule a final walkthrough of your home with the real estate agent
- Dispose of any debris you are leaving behind
- Pack outdoor items. Be sure to drain gasoline from any outdoor equipment!
- Make a "worst case scenario" plan in case your movers run late
- Pack supplies that you'll need immediately in a separate box to be unloaded first at your new home.
- Drain your outdoor hose, as well as the hoses for your washing machine and ice maker, if taking appliances with you.

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MOVING DAY

- Check all your boxes, make sure they are properly closed and labeled
- Double-check your home to make sure you didn't miss anything!
- Plan to be home when your movers arrive
 - Check the USDOT number on the side of your moving truck. It must match the number on the contract you signed! This will help you avoid moving scams.
- Protect your floors and carpets
- Sign the movers' inventory list and get a copy to ensure that nothing is lost en route.
- Turn off lights, lock all windows and doors as you leave. If you are renting, drop off your keys with your building manager!
- Make sure you have your "moving day bag" with enough supplies to hold you over until the unpacking is complete
- Get to your new home early and check that utilities are connected
- Make a safe path for movers to navigate
- Remember to tip your movers!
- Thank your real estate agent
- Make your bed, unpack the necessities and take a nap! You did it!!

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THE ULTIMATE MOVING CHECKLIST

AFTER YOUR MOVE

- Try to unpack within 2 weeks of living at your new home. Take it slow, but don't let boxes just sit there!
- Set up your home security
- Change the locks if possible
- Have a housewarming party!
- Make a note of any immediate home repairs that need to be made
 - Clean your new home and check the status of your appliances, furnace, pipes and chimney
 - Consider cleaning the carpets
- Hang on to receipts from your move and make sure there are no discrepancies in your charges
- If you've moved to a new state or county, update your:
 - License
 - Voter registration
 - Car insurance, title and registration
- Get new checks with your updated address!
- Settle in and get to know your new home and community!
- Leave a review of your experience with your moving company