

DOEPP

CHARLES • SUE

Moving Preparation Checklist

TWO MONTHS Prior to Moving Day:

- Get estimates from three moving companies
- If you are moving yourself, get costs from at least two truck rental companies
- Start a file for all of your moving papers and receipts.
- Make inventory of household goods and begin to remove clutter (start with basement, attic, garage, and other storage areas)

SIX WEEKS Prior to Moving Day:

- Complete a change of address card at the Post Office
- Arrange to transfer school records
- Research health care professionals and hospitals in your new location
- Ask your doctor or health plan provider for referrals and obtain all medical records
- Make arrangements for storage if necessary
- Clean all closets and drawers
- Start eating foods and using cleaning supplies that will not be moved
- Select a reputable mover with good insurance coverage or reserve a rental truck

FOUR WEEKS Prior to Moving Day:

- Check with your insurance company to see how your possessions are covered during transit
- Collect your important records: gather personal and family records (including medical and dental) veterinary and school records, legal and financial documents, birth certificates, passports and insurance documents
- Arrange for cleaning and repair of furniture, drapes and carpeting
- Save receipts from the move (many moving expenses are tax deductible)
- If you are packing yourself, obtain moving supplies (boxes, bubble wrap, tape, markers, rope) and start packing items you won't need until after you arrive at your new house

2 WEEKS Prior to Moving Day:

- Notify any creditors of your move
- Pack vital documents in one place
- Assemble a file folder of information to leave the new owner of your home
- Review arrangements with the moving company
- Cancel subscriptions
- Fill and transfer all prescriptions (make sure you have enough on hand)
- Pick up dry cleaning, and return library books
- Settle all outstanding bills
- Make arrangements to transfer your utilities
- Drain gas and oil from power equipment

ONE DAY PRIOR TO Moving DAY:

- Finish packing
- Defrost refrigerators and freezers
- Disconnect and prepare major appliances for the move
- Set aside anything that will travel in your car so it will not be loaded on the truck
- Pack a box of items that will be needed first at the new house. Clearly mark this box "Load Last"
- Obtain cash or traveler's checks for trip and to pay movers
- Confirm arrival time of your moving van/truck
- If moving yourself, dismantle beds and other large furniture

MOVING DAY:

- Get all keys and garage door openers, and put them in a top drawer
- Label mailbox key
- If using mover, be sure someone is at the old house to answer questions
- Remain until the movers are finished loading your belongings
- Carefully read, complete and sign the bill of lading and the inventory sheet
- Keep copies of moving paperwork in a safe place
- Record all utility meter readings upon departure