

Moving Checklist

Moving is an exciting and life-changing time. Whether you're moving for family, lifestyle or work reasons, it can also be very overwhelming to sift through what seems like countless to-dos, checklists and articles. We've put together the only moving checklist you'll ever need, based on our movers' 90+ years of experience moving customers all across the U.S.! This checklist is designed for an 8-week / 2-month timeframe, but, if your move date is less than 2-months away, simply map out your timeline and tasks accordingly.

As soon as possible

Create a moving folder or binder

- Use this to keep track of all things associated with your move: moving quotes, moving services, contact info, receipts, scheduling reminders, etc. If possible, try to have a digital version so you can easily place them in a document for quick reference.
- You may run across some helpful online information about your new destination and community that you will want to access frequently during your move experience: school districts, economic health, safety, etc.

Schedule a virtual survey of your home and belongings.

- Refer to your relocation policy to determine the services the mover will be authorized to perform.
- Be prepared to answer basic questions about your move, including your move dates, origin/destination zip codes, home size, how many floors your home has, which additional moving services you need and if you have any items which may take special handling to pack and move.
- When you call to schedule your virtual survey, make sure to ask your move coordinator any questions you have about costs, services, delivery timing and the moving process. Every mover is required to visually inspect your belongings before giving you an estimate. Your move coordinator will walk you through the entire virtual survey process, including what you need to do prepare your home for the survey.
- Show all of the rooms in your home, including storage areas, garage, shed, attic and yard.
- Let the mover know exactly which items will need to be loaded onto the moving truck and which items will not.
- Disclose any valuables that are greater than \$100 per pound (e.g. antiques, fine china, designer apparel, etc.).
- Indicate any items that are delicate or easily breakable.
- Show the outside area of your home so we can examine accessibility from your home to the moving truck.
- Understand your move protection options and claims process. Interstate moving companies are required to offer Full Value Protection for moves that involve transporting goods across state lines.
- Book your move date!

7 Weeks Out

Prepare the details for your new destination

- If you have children in school, notify the current school about your upcoming move and register with a new school.
- Transfer school and medical records for everyone in the family (including pets).
- Find out if your move requires changes in your vehicle or personal property insurance; contact your vehicle, and homeowners' agent(s) or rental insurance agent(s) for both homes.
- Consider storage if your new home will not be ready when you move out of your current home.
- Create a list of items you need for your new home. If you need larger pieces of furniture, begin shopping for them now; sofas and other custom pieces can take up to six weeks for delivery. Just make sure you have all the correct measurements, so items fit nicely in your new space! Also – if you have existing items that are too big or won't be needed at your destination, start thinking about what to do with those so they aren't moved to the destination.

6 weeks out

Make travel arrangements for the week of your relocation

- Book your hotel if you'll need lodging on the road or if your new home will not be ready to move in immediately.
- Book airfare if needed.
- Secure transportation from the airport if needed.
- Set up childcare and/or pet sitting services.
- If you are moving long-distance, make appointments to have your vehicles serviced. Aim for about two weeks out to do this.

5 weeks out

Protect and transfer important documents

- If you have physical documents, consider scanning them to the cloud.
- Update your computer and download any software updates.
- Ensure that all of your digital files and photos are backed up.
- Make sure to secure your logins and passwords for online accounts in a safe place. You may want to use a physical file, cloud storage or a password service.
- Place documents like, passports, birth certificates, social security cards and financial statements in a secure place. You should bring these items with you and not have your mover put them on the moving truck.
- Collect all product warranty documentation and manuals in one place.

4 weeks out

Begin decluttering your belongings

- Return items you borrowed from neighbors, friends, family, etc.
- Go room by room and set up four organization piles: Keep, Sell, Donate and Trash.
- For the items you wish to sell, organize a garage sale or sell them using an online consignment service or marketplace.
- Take the items you wish to donate to a charity organization such as Goodwill or The Salvation Army. Some excellent donation-worthy items include the following: clothes, costumes, kitchenware/appliances, books, linens, toys and games, decor, sporting goods and furniture.
- Contact a junk removal company to pick up any unwanted items.
- Take documents that need to be disposed of to be shredded. Many times, banks or office stores will offer this service to the community.
- Dispose of hazardous items properly to comply with federal, state and local laws and to protect the environment. Contact your city or county for a list of hazardous items and where to dispose of them.
- If you are self-packing any personal items, start collecting moving boxes and packing supplies.

3 weeks out

Alert important parties of your move

- Change your address with your local post office; have your mail forwarded.
- Set up any on-going services for your new home and cancel services to your existing: house cleaning, lawn care, pool maintenance, snow removal, pet care, etc.
- Update your community memberships, subscription services, and gym or club memberships.
- Update your address with agencies such as the IRS, Veterans Affairs, Medicare and Medicaid offices.
- Update your address with all other parties/organizations such as your employer and payroll department, your local voter's registration office and your financial institutions.

2 weeks out

Clean and prep your home

- Clean out your refrigerator and prep two weeks' worth of meals. If possible, use everything in your freezer.
- Remove nails and screws from walls and fill in holes with spackling.
- Arrange for move-out cleaning services. Or, if you choose to do the cleaning yourself, make sure to mop, dust and wipe down surfaces, blinds and baseboards.

- Clean and dust your furniture. Debris and small pieces of grime can chip or scratch hard surfaces during the move process.
- Have your area rugs cleaned so they arrive wrapped and ready to unroll at your new house.
- Dismantle furniture that is not being used at this point. If possible, use the owner's manual to correctly dismantle your pieces. Make sure to keep all hardware for each piece together in sealed and labeled plastic bags.

Prepare for your trip

- Consider items you'll need for the first night at your new house and begin setting those aside. This first night kit should include items such as bedding, clothes, snacks, laundry detergent, dish detergent and toiletries.
- Confirm your air travel, transportation to/from the airport and any hotel plans if you're not driving to your new destination.
- If you are driving to your new destination, have your vehicles serviced and plan your route: lodging, attractions, food stops, rest areas and gas fill-ups.
- If you're moving with children, pack activities such as coloring books, crayons, books and small toys. Don't forget their favorite blanket and travel pillow!
- Prepare clothes, toiletries, snacks and other items you may need for traveling.
- Make a note of things you will want to have with you during your move: personal documents, electronics, jewelry, medication, etc.
- If you are shipping your car to your new destination, confirm details and how to prepare with the moving/shipping company.
- Keep an eye on the weather for your upcoming travels.

Finish up other miscellaneous tasks

- Return library books.
- Take back any items that need to be returned to local stores.
- Cancel or redirect scheduled deliveries; make sure your address change is correct.
- Pick up clothing from the dry cleaner.
- Pay any outstanding fees or penalties, like unpaid parking tickets, legal fees, etc.

1 Week out

Prepare your indoor and outdoor appliances/items if they are being moved

- IMPORTANT NOTE:** For your own protection and for that of your appliances, it is recommended that you enlist the services of a qualified technician to service, disconnect and prepare your major appliances for a move.

- Unplug, empty out, defrost, wipe down and open the doors of your freezer, ice maker and refrigerator at least 24 hours before your movers are set to arrive.
- Empty your dishwasher and let it air out, so there is no moisture inside.
- Disconnect and disassemble/stabilize your washer and dryer if you are bringing them.
- Make sure that there is no oil or gas inside any grills, lawn mowers and/or other gas-powered items.
- Remove/return any propane canisters.
- Disassemble garden hoses and lawn care equipment, and allow sufficient time for them to dry out.
- Pack up any smaller appliances, like your microwave, air fryer, crock pots and pressure cookers.
- Remove light bulbs from lamps and lighting fixtures to avoid breakage.
- Disassemble televisions and mounting systems if you are bringing them.
- Disassemble computers, printers, scanners and networks.
- Contact utility companies and home service providers.
- Plan for your new utility services to be turned on at least a day or two before you arrive. Especially if you are moving in the middle of summer or winter, you will want to have the cooling or heating up and running for move-in day.
- Make sure you have contacted all your utility and home service providers to connect/disconnect services, including gas, electric, trash, water, recycling, cable and internet.
- Request disconnection of your current utilities the day after your move.

Plan for move-out day

- Confirm the logistics of your move with your movers and/or anyone helping you on move-out day.
- Confirm arrangements for children and/or pets for move-out day.
- Make sure the keys to your new home are somewhere safe but easily accessible.
- Finish packing your first night kit that includes all the necessities you will need for the first night at your new home.
- Prepare meals for the week leading up to move-out day.
- If you would like to tip your movers at move-out and move-in, make sure to go to the ATM so that you have cash on hand. Tipping is optional and at your discretion.
- Complete any last minute personal packing.
- Keep an eye on the weather and make adjustments accordingly.
- Make sure any outdoor furniture is clean, dry and ready for the movers.
- The night before you move, prepare a cooler with water and snacks.

Move-Out

- Place items you want close to you that should travel separately from the moving truck in your vehicle or in a designated area of your home. Make sure to let the movers know that those items are not to be packed in the moving truck.
- Meet and greet your movers. Provide them with any important information about your property and discuss any concerns you may have about the moving process.
- Make sure your floors are protected, ask movers if they will do this.
- Be prepared to direct movers to rooms and how to handle specific items of note.
- Read and sign any necessary paperwork, such as the Bill of Lading and inventory.
- Take a final walk through of your home. Make sure there's nothing left behind, all lights are off and doors are locked.

Move-in

- Make sure your floors are protected, ask movers if they will do this.
- Direct the movers where furniture and boxes should be placed.
- Read and sign any necessary paperwork.
- Before you begin unpacking, do some basic cleaning.
- Set up your shower curtain/s in bathroom/s.
- Assemble and make beds
- Unpack the cooler and any food items you packed for the first night in your new home.
- Unpack personal items that you placed in your first night kit.
- Be sure to get any personal items out of your vehicle that traveled with you.
- Unpack and start to settle into your new home.
- Deep clean your new house, including your carpets, hard floors, windows, baseboards, ceiling fans, stairs, hard surfaces and furniture, so you can start unpacking in a nice, clean environment. You may choose to use a move-in cleaning company to save time and for convenience.
- Consider using an unpacking service to help reduce the stress that can come with the unpacking process.
- Unpack a little at a time and take the opportunity to do a second round of decluttering as you go.
- Unpack things you know you will need immediately, like dishware, toiletries, clothes, and food.
- Pick up any groceries and/or personal items from the store that you'll need for your first week in your new home.
- Assemble furniture, including dressers, cabinets and shelving.