

## Moving Checklist

Current Address: \_\_\_\_\_ New Address: \_\_\_\_\_  
 Moving Day: \_\_\_\_\_ Moving Distance: \_\_\_\_\_ Travel Time: \_\_\_\_\_

**EIGHT WEEKS CHECKLIST** The following should be completed eight weeks prior to moving day:

- \_\_\_ Begin using up food in your freezer and flammable household supplies that can't be moved.
- \_\_\_ Contact the chamber of commerce or other public body near your new home to get information about employment opportunities, newspapers, schools, cultural events, and community activities.
- Address: \_\_\_\_\_ Phone number: \_\_\_\_\_
- \_\_\_ Decide whether to use a professional mover or move yourself. Use the following guide to determine the size of truck to rent. 2 rooms or less - Cargo van 2-3 rooms - 15' truck 3-6 rooms - 18' truck 7-8 rooms - 22-foot truck

**MOVING-RENTAL COMPARISON INFORMATION** Before filling this out, it may be helpful to have the Household Inventory Planner filled out first (see Six Weeks Section). Since many moving companies charge by weight, the Planner would help obtain a more accurate estimate.

**Company One Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
 Company will provide: \_\_\_ Pre-planning \_\_\_ Unpacking \_\_\_ Packing \_\_\_ Disposal of packing containers  
 \_\_\_ Packing boxes \_\_\_ Rent moving truck \_\_\_ Packing crates \_\_\_ Dollies \_\_\_ Packing blankets  
 \_\_\_ Storage \_\_\_ Packing labels \_\_\_ Damage Coverage Additional information: \_\_\_\_\_  
 Charge for Packing: \$ \_\_\_\_\_ Total Estimated Cost: \$ \_\_\_\_\_

**Company Two Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
 Company will provide: \_\_\_ Pre-planning \_\_\_ Unpacking \_\_\_ Packing \_\_\_ Disposal of packing containers  
 \_\_\_ Packing boxes \_\_\_ Rent moving truck \_\_\_ Packing crates \_\_\_ Dollies \_\_\_ Packing blankets  
 \_\_\_ Storage \_\_\_ Packing labels \_\_\_ Damage Coverage Additional information: \_\_\_\_\_  
 Charge for Packing: \$ \_\_\_\_\_ Total Estimated Cost: \$ \_\_\_\_\_

**Company Three Name:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
 Company will provide: \_\_\_ Pre-planning \_\_\_ Unpacking \_\_\_ Packing \_\_\_ Disposal of packing containers  
 \_\_\_ Packing boxes \_\_\_ Rent moving truck \_\_\_ Packing crates \_\_\_ Dollies \_\_\_ Packing blankets  
 \_\_\_ Storage \_\_\_ Packing labels \_\_\_ Damage Coverage Additional information: \_\_\_\_\_  
 Charge for Packing: \$ \_\_\_\_\_ Total Estimated Cost: \$ \_\_\_\_\_

**SIX WEEKS CHECKLIST** The following should be completed six weeks prior to moving day:

- \_\_\_ Gather records from your doctors, dentists, lawyers, accountant (or tax return preparer), etc. and place in a safe accessible place.
- \_\_\_ Make arrangements to transfer your children's school records.
- \_\_\_ Sell, transfer, refund, or resign all club or association memberships.
- \_\_\_ Contact your tax return preparer about deductible moving expenses. Remember to save all moving receipts, as well as a complete record of all related expenses.
- \_\_\_ Use your change of address kit included and begin filling out the cards. Remember to notify the following people:
  - \_\_\_ Relatives \_\_\_ Friends \_\_\_ Doctor/Dentist \_\_\_ Accountant \_\_\_ Lawyer
  - \_\_\_ Tax Preparer \_\_\_ IRS \_\_\_ Broker \_\_\_ Life Insurance \_\_\_ Fire Insurance
  - \_\_\_ Auto Insurance \_\_\_ Homeowner's Insurance \_\_\_ Health Insurance \_\_\_ Creditors
  - \_\_\_ Clubs \_\_\_ Credit Card Company \_\_\_ Banks \_\_\_ Magazines \_\_\_ Newspapers/Catalogs
- \_\_\_ Note: Check for toll free phone numbers and web sites for change of address. This may save you time and postage.
- \_\_\_ If you are changing employers, be sure to provide your former employer with your change of address so that any tax forms can be sent to your new home.



**HOUSEHOLD INVENTORY PLANNER** To prepare, list all items in each room (include quantity of like items).

Kitchen	Original Cost	Present Value	Condition of Item	Move or Sell	Kitchen	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Dining Room	Original Cost	Present Value	Condition of Item	Move or Sell	Dining Room	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Living Room	Original Cost	Present Value	Condition of Item	Move or Sell	Living Room	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Family Room	Original Cost	Present Value	Condition of Item	Move or Sell	Family Room	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Bathroom Linen Closet	Original Cost	Present Value	Condition of Item	Move or Sell	Bathroom Linen Closet	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Bedrooms	Original Cost	Present Value	Condition of Item	Move or Sell	Bedrooms	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Basement Laundry Attic	Original Cost	Present Value	Condition of Item	Move or Sell	Basement Laundry Attic	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Garage Yard Deck	Original Cost	Present Value	Condition of Item	Move or Sell	Garage Yard Deck	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
Miscellaneous	Original Cost	Present Value	Condition of Item	Move or Sell	Miscellaneous	Original Cost	Present Value	Condition of Item	Move or Sell
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	\$ _____	\$ _____	_____	_____

**FOUR WEEKS CHECKLIST** The following should be completed four weeks prior to moving day:

- \_\_\_ Make arrangements to store any household items.
- \_\_\_ Clean or repair any furniture, carpets, or curtains that need it.
- \_\_\_ Hold a garage sale.
- \_\_\_ Return and retrieve borrowed items.
- \_\_\_ If you are moving yourself find out how many boxes you'll need and where they may be obtained.
- \_\_\_ Contact the moving company or rental company to confirm previous moving arrangements.







**TWO WEEKS CHECKLIST** The following should be completed two weeks prior to moving day:

- Arrange to transfer all bank accounts and safety deposit box contents to new branch locations.
- Arrange for traveler's checks to use for travel and the first few days at your new home.
- Cancel any direct deposit or automatic payment arrangements with the bank.
- Begin serious packing of items you will not need over the next two weeks.
- Send change-of-address cards and contact Post Office with forwarding address.
- Service your automobile, especially if you are traveling a distance. Make sure tires and fluid levels are adequate. Put a road map in your automobile.
- Cancel delivery services, such as water deliveries or diaper services.

**SET UP BASIC SERVICES TO YOUR NEW HOME:**

**Electric**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Service to begin: \_\_\_\_\_

**Gas/Oil**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Service to begin: \_\_\_\_\_

**Water/Sewer**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Service to begin: \_\_\_\_\_

**Cable TV**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Service to begin: \_\_\_\_\_

**Telephone**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Date Called: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Service to begin: \_\_\_\_\_

**ONE WEEK CHECKLIST** The following should be completed one week prior to moving day:

- Get measurements of your new home's doors and hallways. Make note of any flights of stairs and landings.
- Transfer all medical prescriptions to a pharmacy in your new location.
- Pick up any dry cleaning, layaway, or any stored items.
- Arrange for a baby-sitter on moving day.
- Return library books and videotapes.

Properly dispose of the following household items to guard against damage caused by combustion, leakage, or explosion:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> All aerosol cans | <input type="checkbox"/> Ammunition         | <input type="checkbox"/> Bleach                    |
| <input type="checkbox"/> Chemicals        | <input type="checkbox"/> Cleaning fluids    | <input type="checkbox"/> Fire Extinguishers        |
| <input type="checkbox"/> Flares           | <input type="checkbox"/> Food in glass jars | <input type="checkbox"/> Frozen food               |
| <input type="checkbox"/> Kerosene         | <input type="checkbox"/> Lighter fluid      | <input type="checkbox"/> Matches                   |
| <input type="checkbox"/> Perfume          | <input type="checkbox"/> Starter fuel       | <input type="checkbox"/> Steam iron water          |
|   |   | <input type="checkbox"/> Flammable goods           |
|   |   | <input type="checkbox"/> Gasoline                  |
|   |   | <input type="checkbox"/> Oil based paints          |
|   |   | <input type="checkbox"/> Tanks with compressed gas |

**THREE DAYS CHECKLIST** The following should be completed three days prior to moving day:

- Defrost and clean your refrigerator and freezer.  Movers begin packing.
- Pack suitcases for your trip to your new home.  Take your old phone book with you.
- Arrange to have payment ready driver or rental company on delivery day. Verify method of payment.
- Remember to pack the attic, closets, cabinets, and other storage areas.
- Be sure to empty water from your steam iron.
- Launder all soiled clothing prior to the day the service technician is expected.
- Set aside valuables and legal documents that will go with you, not in the moving van.



- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Pack your "Moving Day" handy items box. | <input type="checkbox"/> First Aid kit   | <input type="checkbox"/> Daily medications |
| <input type="checkbox"/> Paper towels                            | <input type="checkbox"/> Dish towels     | <input type="checkbox"/> Disposable dishes |
| <input type="checkbox"/> Bath towels                             | <input type="checkbox"/> Toiletries kit  | <input type="checkbox"/> Plastic utensils  |
| <input type="checkbox"/> Trash bags                              | <input type="checkbox"/> Telephone book  | <input type="checkbox"/> Light bulbs       |
| <input type="checkbox"/> Sponge                                  | <input type="checkbox"/> Soap            | <input type="checkbox"/> Shelf liner       |
| <input type="checkbox"/> Dish Detergent                          | <input type="checkbox"/> Bathroom tissue | <input type="checkbox"/> Camera/film       |
|  |  | <input type="checkbox"/> Snacks            |
|  |  | <input type="checkbox"/> Road map          |

**MOVING DAY CHECKLIST** The following should be completed on moving day:

- Pick up moving truck early if you are moving yourself.
- List every item and box loaded onto the truck.
- Tell the mover where you can be reached. Leave a phone number of an alternative contact person.
- Keep the moving company bill or rental receipt in a safe place until your goods are delivered and charges are paid.
- Remember to check your old home for the following:
  - Turn off water
  - Turn off air conditioning
  - Lock all doors
  - Inspect garage
  - Turn off lights
  - Surrender old house keys
  - Leave garage door opener
  - Shut off furnace
  - Lock all windows
  - Inspect all rooms

**DELIVERY DAY CHECKLIST** The following should be completed on delivery day:

- Advise your mover of any parking restrictions, elevators, or long carries.
- Make certain the house is ready for occupancy before the mover arrives.
- Place a floor plan of your new home at the front door.
- Be on hand to answer questions, give directions, and examine your items.
- Check off all boxes and items as they come off the truck.
- Install new locks in your new home.
- Test to make sure the utilities are hooked up.
- Test smoke detectors.
- Set up beds early.
- Pay moving or rental company bill.
- Unpack kids toys early.
- Apply shelf lining in the kitchen.
- Return the moving rental truck, if one was used.

**AFTER MOVE CHECKLIST** The following should be completed after the move:

- Get acquainted with your new town. Locate the school, grocery store, and other service providers.
- Register to vote.
- Contact the Bureau of Motor Vehicles and notify them of your new address.
- Ask new neighbors and friends for doctor, dentist, accountant, lawyer, bank, baby-sitter, and vet referrals.
- Transfer current medical information to new professionals.
- Locate the hospital as well as police and fire stations near you.
- Plan and practice your fire escape route.
- Visit the library and apply for a card.
- Have a service technician perform post-moving service to your appliances.
- Mail that has been forwarded from your old address will need a change-of-address card sent to the sender.
- Keep documents pertaining to your move in a safe place. Keep all receipts for expense deductions or claims.
- Get acquainted with the new neighbors and have a party. If you haven't done so yet, call Buyer's Resource Realty Services at 1-888-888-4110 with your new telephone numbers and e-mail addresses.

