MOVING CHECKLIST

This checklist sets out the tasks for the move of _____ on _____. Each task has a target date counted from the move date, and a box to tick when it is done.

1. MOVE DETAILS

Moving: _____. Move date: _____.

Type of move (check one): [ ] local [ ] long-distance [ ] with kids [ ] with pets [ ] senior or downsizing [ ] other: _____. [ ] To another state.

Moving from: _____.

Moving to: _____.

Moving help (check one): [ ] hired movers [ ] rental truck [ ] portable moving container [ ] friends and family. Company or helpers: _____. Phone: _____.

Children: _____. Pets: _____.

2. 8 WEEKS BEFORE

[ ] Set a moving budget and start a folder for estimates, receipts and contracts. Target date: _____.

[ ] Go room by room and decide what to move, sell, donate or throw away. Target date: _____.

[ ] Get written estimates from more than one moving company and check each one’s reviews (hired movers). Target date: _____.

[ ] Get the booklet "Your Rights and Responsibilities When You Move" and the "Ready to Move?" brochure from each mover, as a copy or a link, before its written estimate (interstate hired movers). Target date: _____.

[ ] Compare rental trucks, portable containers or helpers for the move date. Target date: _____.

[ ] Read the lease for the notice it requires before moving out, and give the landlord written notice in time (renters). Target date: _____.

[ ] Set the closing date for the home you are leaving or the home you are buying (owners and buyers). Target date: _____.

[ ] Sign the lease for the new home and get the move-in date and any building move-in rules in writing (new rental). Target date: _____.

[ ] Contact the new school about enrollment and ask which records it needs (children). Target date: _____.

[ ] Ask the veterinarian for copies of your pets’ records and about any health certificate needed for travel (pets). Target date: _____.

[ ] Get a floor plan or measurements of the new home and decide which furniture will fit. Target date: _____.

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[ ] Plan the route, travel days and any overnight stops (long-distance). Target date: _____.

3. 4 WEEKS BEFORE

[ ] Book the movers, truck or container and get the dates, services and price in writing. Target date: _____.

[ ] Choose the mover's level of liability for your goods (Full Value Protection or Released Value) and list any high-value items (interstate hired movers). Target date: _____.

[ ] Gather boxes, tape, markers and packing paper. Target date: _____.

[ ] Start packing the rooms and items you use least, and label each box with its room. Target date: _____.

[ ] Schedule service at the new home and shutoff at the old home: _____. Target date: _____.

[ ] Ask the current school how to transfer your children's records (children). Target date: _____.

[ ] Arrange to sell, donate or give away furniture and belongings that will not fit. Target date: _____.

[ ] Get renter's or homeowner's insurance for the new home. Target date: _____.

[ ] Ask for time off work for moving day, if you need it. Target date: _____.

4. 2 WEEKS BEFORE

[ ] File a change of address with the U.S. Postal Service. Target date: _____.

[ ] Give your new address to: _____. Target date: _____.

[ ] Refill prescriptions and ask the pharmacy how to transfer them. Target date: _____.

[ ] Use up frozen and perishable food and plan simple meals for the last days. Target date: _____.

[ ] Safely dispose of paint, fuel, propane and other hazardous items you should not pack. Target date: _____.

[ ] Confirm the date, times and both addresses with the movers, truck or container company, or helpers. Target date: _____.

[ ] Schedule the move-out walk-through with the landlord (renters). Target date: _____.

[ ] Arrange where pets and young children will stay on moving day. Target date: _____.

5. 1 WEEK BEFORE

[ ] Pack an essentials box: medications, chargers, toiletries, a change of clothes, basic tools, toilet paper and bedding. Target date: _____.

[ ] List your valuables and important papers and plan to carry them yourself: _____. Target date: _____.

[ ] Take photos of electronics wiring and of furniture before taking it apart. Target date: _____.

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[ ] Finish packing everything except daily items. Target date: _____.

[ ] Empty, defrost and clean the refrigerator and freezer if they are moving. Target date: _____.

[ ] Confirm when and how you will get the keys to the new home. Target date: _____.

6. MOVING DAY

[ ] Check the movers' inventory of your goods before you sign it (hired movers). Target date: _____.

[ ] Read the bill of lading or moving contract before you sign it, and keep your copy (hired movers). Target date: _____.

[ ] Keep valuables, important papers and the essentials box with you. Target date: _____.

[ ] Write down the final meter readings at the old home. Target date: _____.

[ ] Check every room, closet and cabinet before you leave the old home. Target date: _____.

[ ] Do the move-out walk-through, return all keys and give the landlord your forwarding address in writing (renters). Target date: _____.

[ ] Before unloading, walk through the new home and record its condition with dated photos. Target date: _____.

[ ] Lock the windows and doors at the old home. Target date: _____.

7. AFTER THE MOVE

[ ] Unpack the essentials box and set up beds first. Target date: _____.

[ ] Check for missing or damaged items and send any claim to the mover in writing (hired movers). Target date: _____.

[ ] Test smoke and carbon monoxide alarms and find the water shutoff and electrical panel. Target date: _____.

[ ] Get a driver's license or update its address, and title, register or update your vehicles. Target date: check your state's deadline.

[ ] Confirm that mail is reaching you at the new address and update any account you missed. Target date: _____.

[ ] Confirm the new school received your children's records (children). Target date: _____.

[ ] Update microchip and ID tag details for your pets (pets). Target date: _____.

[ ] Follow up on the security deposit refund or the landlord's list of deductions (renters). Target date: _____.

8. OTHER TASKS

[ ] _____. Target date: _____.

[ ] _____. Target date: _____.

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[ ] _____. Target date: _____.

9. NOTES

_____

_____

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