|  |  |  |
| --- | --- | --- |
| **Done** | **Moving In Weeks 1-2** | **Notes** |
|[ ]  Check for damages while unpacking - be aware of deadline for insurance claims |  |
|[ ]  Replace locks if necessary and make at least 2 copies of your new keys |  |
|[ ]  Confirm that mail is now arriving at your new address |  |
|[ ]  Make sure your previous utilities have been paid for and canceled |  |
|[ ]  Complete your change of address checklist[ ]  Bank(s) [ ]  Credit Cards [ ]  IRS [ ]  Loans [ ]  Insurance [ ]  Pension plans[ ]  Attorney [ ]  Accountant [ ]  Physicians [ ]  Family support[ ]  Newspapers [ ]  Magazines [ ]  Licenses [ ]  Memberships |  |
|[ ]  Schedule a time to get a local driving license and update vehicle registration |  |
|[ ]  Get local phonebooks and maps |  |
|[ ]  Find new doctors, dentists, etc, depending on your needs & insurance |  |
|[ ]  After you are moved in, update your home inventory, including photos of rooms |  |
|[ ]  Update your renters insurance or homeowners insurance if needed |  |
| **Done** | **Moving Day** | **Notes** |
|[ ]  Remove bedding and take apart beds |  |
|[ ]  Go early to pick up the truck if you rented one |  |
|[ ]  Take movers/helpers through the house to inform them of what to do |  |
|[ ]  Walk through the empty place to check for things left behind - look behind doors |  |
|[ ]  Leave your contact info for new residents to forward mail |  |
|[ ]  Take inventory before movers leave, sign bill of lading |  |
|[ ]  Make sure your movers have the correct new address |  |
|[ ]  Lock the windows and doors, turn off the lights |  |
|[ ]  Use a padlock to lock up a rented truck |  |
|[ ]  At your new place … |  |
|[ ]  Verify utilities are working - especially power, water, heating, and cooling |  |
|[ ]  Perform an initial inspection, note all damages, take photographs if needed |  |
|[ ]  Clean the kitchen and vacuum as needed (especially where furniture will be going) |  |
|[ ]  Direct movers/helpers where to put things |  |
|[ ]  Offer drinks and snacks, especially if the helpers are volunteers |  |
| **Done** | **2-4 Days Before Move** | **Notes** |
|[ ]  Confirm all moving details and that you have necessary paperwork |  |
|[ ]  Make a schedule or action plan for the day of the move |  |
|[ ]  Plan when/how to pick up the truck (if rented) |  |
|[ ]  Prepare for the moving expenses (moving, food, lodging) |  |
|[ ]  Continue cleaning the house as you are packing |  |
|[ ]  Defrost your freezer and clean the fridge |  |
|[ ]  Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc) |  |
|[ ]  Pack a bag for water bottles, pen/paper, snacks, documents, and essentials |  |
|[ ]  Set aside boxes/items that you are moving yourself (make sure you'll have room) |  |
| **Done** | **1-2 Weeks Before Move** | **Notes** |
|[ ]  Continue packing and clean as you go |  |
|[ ]  Pack items separately that you will need right away at your new place |  |
|[ ]  Plan to take the day off for moving day |  |
|[ ]  Find useful things for your children to do - involve them as much as possible |  |
|[ ]  Find someone to help watch small children on move day |  |
|[ ]  Begin to pack your suitcases with clothes and personal items for the trip |  |
|[ ]  Reconfirm your method of moving with those involved |  |
|[ ]  Make sure your prescriptions are filled |  |
|[ ]  Empty out your safe deposit box, secure those items for safe travel |  |
|[ ]  Schedule cancellation of services for your old place |  |
|[ ]  [ ] Newspaper [ ] Housecleaning [ ] Lawn [ ] Pool [ ] Water Delivery |  |
|[ ]  Check your furniture for damages - note damages on your inventory |  |

