|  |  |  |
| --- | --- | --- |
| **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 |  |

A picture containing logo

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