

Move Checklist

Two Months Out

Tasks

- Create a moving binder and organize it.
 - Print moving checklists.
 - If you are being transferred by your employer, learn their moving policies and procedures.
 - Research movers and hire one as soon as possible. They book up fast!
 - Determine how many packing supplies you need and start organizing.
 - Measure your furniture so you know it will fit in your new home.
 - Start saving for non-reimbursable moving expenses.
 - Decide how you are going to move your cars.
 - Identify appointments.
 - Discuss the moving process with your children to overcome their fear of relocation.
 - Start planning for special moving needs if you have an infant.
 - Notify your landlord you will be moving, but do not give him or her an exact date right now.
 - Start keeping track of tax-deductible moving expenses (i.e., the cost of pre-move house-hunting).
 - Make an inventory of possessions and valuable items (take pictures or video tape). Get appraisals for antiques or collections. Make a room by room inventory.
 - Start organizing personal records like birth certificates, insurance papers or warranties.
 - Make backup files.
 - Make a list of whom to notify concerning your move and forwarding address.
 - Notify clubs/organizations that you belong to know you are leaving. Transfer your membership if possible.
 - Take care of necessary medical, optical, or dental appointments.
 - Obtain your records or find out how to forward them later.
 - Research your new community, including churches, schools, and doctors.
- Two Months Out Continued
- Have Power of Attorney or Letter of Authorization drawn up for unforeseen circumstances.

Move Checklist

Two Months Out Continued

- Go through closets and drawers to sort through clothes and other items to donate or sell.
- Make sure all stickers from previous moves have been removed from furniture.
- Find free moving boxes.
- Do not place any more mail order purchases.
- Request time off work for the move.
- Identify items that need specialty packing and loading.
- Start sorting out and disposing of items you don't need. Hold a garage sale and/or sell off items through an online marketplace such as Facebook.
- Start a deep clean.
- If you are buying a home at your new location, you should choose one as soon as possible, arrange financing, and set tentative closing dates.
- If your family members have jobs, they should give required notice of termination and get a referral letter. They should also update their resumes for finding jobs at your new location.
- If you require childcare at your new location, start looking into options.
- If you have school-age children, check school schedules and enrollment requirements at your new location.
- If you have a car, truck or auto, be sure that all maintenance and repairs are taken care of now.
- Be sure you still have your proof of insurance for the car.
- Contact your insurance company about protection for auto(s), home and household storage, and high-value items.
- If you have pets, have them checked by a local vet, and ensure all vaccinations and inoculations are up to date. Get a copy of the records.
- If necessary, open an account and a safe deposit box at a bank at your new location.
- Check expiration dates on major credit cards you plan to use during travel.
- Contact the Department of Motor Vehicles at your new location for information on a new driver's license and registration.
- Make move travel arrangements and make sure you arrive at your new home well before the movers do.
- Start making small repairs.

Move Checklist

One Month Out

Tasks

- Reaffirm pickup and delivery dates with your mover and arrange for storage if needed.
- Verify your move-in schedule with real estate agents and landlords; arrange for temporary housing if needed.
- Make a packing plan and involve your children.
- Make an unpacking plan.
- Start planning where the furniture will go.
- If you have not found a new residence yet, obtain a post office box or forwarding address for your mail until you have a permanent address.
- Schedule to have utilities disconnected at your current home.
- Again, get rid of any unwanted items around your house (furniture, clothes, etc.). You can sell them online, hold a garage sale or donate them to charity. Keep any receipts from your donations for tax purposes.
- Arrange to pick up your children's school records or get the proper procedures for sending the records to their new school.
- Arrange for letter of transfer from local church and clubs, including Scouts or other national organizations.
- If your family is driving in two or more vehicles, buy some short-range walkie-talkies so you can keep in touch while you're on the road.
- If you or someone in your family is employed, arrange with your employer to forward tax withholding forms.
- Ensure that all health, life, fire, and auto insurance is up to date, and inform these companies of your new address.
- Return library books and other borrowed items.
- Ensure that your vehicle(s) are in good running condition and that all required maintenance has been completed.
- Record serial numbers of electronic and other important equipment.
- Fill out an IRS change of address form (available from the IRS in [PDF format](#)).
- Plan and Order décor for your new home.

Move Checklist

Three Weeks Out

Tasks

- Reconfirm packing, pick-up and delivery dates with mover.
- If you have a military ID card, check the expiration date, and update it if necessary.
- Contact internet, TV, and utility providers.
- Notify your credit card companies of your new or temporary address.
- Notify your stockbroker or investment counselor of your new or temporary address.
- Transfer bank accounts and your safe deposit box. Arrange for credit references.
- If possible, settle all your outstanding bills.
- Cancel all local deliveries and services, such as newspapers and diaper service.
- Retrieve all items you have loaned out.
- Confirm your [change of address](#) with the US Postal Service.
- Give everyone your new address.
- Plan menus from what you have remaining in the freezer and cabinets.
- Remove old TSP markings and stickers from furniture and boxes.
- If you are using the Personal Property Shipping Office (PPSO), reconfirm moving dates.
- Have drapes and carpets cleaned; DO NOT leave in plastic wrappers.
- Clean up your current living space or quarters.
- Clean out your attic, crawl space, or similar storage area within the residence.
- Renew and pick up any necessary prescriptions. Obtain prescription slips in case you need refills on the road. Pack medicine in leakproof, spill proof containers.
- Encourage your children to make an address book or email list of friends.

Move Checklist

Two Weeks Out

Tasks

- Clean empty rooms.
- Start packing.
- Arrange to have your current home and your new home cleaned.
- Make plans to move your plants. Some moving companies will not haul plants.
- Renew and pick up any necessary prescriptions. Obtain prescription slips in case you need refills on the road. Pack medicine in leakproof, spill proof containers.
- Plan meals for move week.
- Get a babysitter, pet sitter, or both.
- Update driver's license, auto insurance, and car registration.
- Plan a moving party.
- Find new pharmacies to transfer prescriptions.
- Make sure you have made travel arrangements for your pets.
- Mow your lawn one last time.

Move Checklist

One Week Out

Tasks

- Reaffirm utilities are scheduled for connection at new address.
- Close out safety deposit box if you have one.
- Buy a bunch of Ziplock bags -- these will come in handy when packing large sets of small items, like silverware, or for components of furniture that need to be broken down (i.e., screws, bolts).
- Make copies of any important documents before mailing or hand-carrying them to your new address.
- Remove wall accessories such as drapery rods, small appliances, food and utensil racks.
- Pull out all items from beneath stairways, attics or any other area that does not allow full standing room.
- Disassemble large furniture.
- Drain garden hoses.
- Drain oil and gas from lawn mowers and gas operated tools.
- Disconnect spark plugs.
- Dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, oil, paint and thinners.
- Refillable tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable tanks. Some carriers and the military do not permit shipment of any propane tanks.
- Pack electronic components such as stereos and TVs.
- Place original packing boxes (if they are in good condition and you want the movers to use them) by the equipment. If you decide to pack the item in the original carton yourself, leave the boxes opened so items can be inventoried.
- If you are using your vehicle, make sure that it is in good running condition and that all required maintenance has been completed.
- Give a close friend or relative your travel route and schedule so you may be reached if needed.
- Set aside cleaning materials, toilet paper and water to be used after packing and loading.
- Pack a moving day survival kit. For the trip and when you arrive.

Move Checklist

One Week Out Continued

Ensure personal property items are free of soil/pest infestation (e.g., gypsy moths, brown tree snakes). Complying with requirements of the USDA and state laws is your responsibility.

- Discuss contingency plan if the movers are late to arrive to your home. Where will you sleep?
- Gather all keys, alarm codes, garage door openers and warranties and place them in a folder along with your contact information for the new owner or real estate agent.
- Start preparing your children for the move.
- Empty all lockers at school and the gym.
- Schedule final walk-through.
- Pack suitcases.
- Tell the police department if your home is going to be vacant for an extended period of time.

Move Checklist

Final Days Before Move

Tasks

- Separate items that will not be packed, including suitcases.
- Ship as "unaccompanied baggage" items that will help set up housekeeping at your new address, such as linens, dishes, etc.
- Keep a household inventory list on hand and carry it with you.
- Make a complete inventory of all the boxes you will move to your new location -- you will need to check this later after you move in.
- Attach colored stickers to your boxes to correspond with rooms in your new home where you want your boxes to go. If you are using movers, prepare a color-coded map of your new house, so they'll know exactly where to take your belongings.
- Secure your cash, jewelry, important documents, your checkbook, and other valuable items, and carry them yourself.
- If you are renting a truck or other vehicle for your move, check it over to make sure everything is running properly.
- Accurately note the condition of belongings.
- Clean your refrigerator and freezer and dry them for 1-2 days with doors propped open to avoid musty odors, place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator.
- Discard partly-used cans/containers of substances that may leak. Carefully tape and place in individual waterproof bags any jars of liquid you plan to take with you.
- Disconnect gas and electrical appliances -- moving companies are NOT required to perform disconnects or reconnections.
- Remove hanging objects scheduled for shipping from the walls, ceilings, and cabinet. This includes curtain rods, kitchenware (kitchen utensil, food racks), mirrors, and pictures.
- Remove outside TV antennas and disconnect satellite dishes.
- Drain water from hot tubs and waterbeds.
- Get Cash!
- Pack pet food and pet litter.

Moving Day!

Move Checklist

Tasks

- Wake Up on Time! Get up early and be ready for movers to arrive. Do not have dirty dishes in the kitchen, or dirty clothes in hampers or lying around the house. Take all trash out of the residence.
- Clear a path from your home to the moving truck.
- Have coffee, cold drinks and snacks for yourself (and packers if you wish). This is going to be an awfully long day!
- Be sure that you or someone assisting in your move is at home at all times -- most moves are conducted during normal business hours.
- Make sure cash, jewelry, important documents, checkbook, and other valuable items are secure (carry them with your personal belongings). Do not ship jewelry.
- Get pets under control before movers arrive.
- Double-check closets, drawers, shelves, the attic and garage to be sure you have packed everything.
- Have a marker handy to make extra notes on boxes.
- If you are hand-carrying any boxes with you, be sure to mark "DO NOT MOVE" on them clearly.
- Carry a box of "basics" you'll need on move-in day (i.e., tools, paper products, housecleaning supplies, emergency kits, etc.).
- Verify that mover's inventory is complete and accurate.
- Watch loading and unloading, and examine all items carefully before signing a receipt.
- Accurately note the condition of belongings.
- Check the entire house before releasing the packers, to make sure that nothing has been left behind.
- Leave all the old keys that are needed by the new tenant or owner with your realtor or a neighbor.
- Hand-carry finance and other important records.
- Take photos of empty house.
- Tape names on doors to assist movers.
- Set up beds and bathroom first.
- Tip Movers of they to a good job.

Move Checklist

After the Move

Tasks

- Check all utilities.
- Go grocery shopping.
- Get the children involved in unpacking.
- Tackle some fun projects.
- Check the pilot lights on the stove, water heater and furnace.
- If you are moving to a new state, register your car and get a new driver's license as soon as possible.
- Register your children in school.
- Make sure you have fire extinguishers and smoke detectors in your new home.
- Connect with medical services in your new location, such as doctors, dentists, etc.
- Before the moving van arrives, clean the hard-to-reach places in your new residence.
- When the movers arrive, check their inventory against the one you made prior to departure -- they should match.
- Know in advance where to place each piece of furniture. The mover is required to place each piece only one time.
- At time of delivery, you are entitled to the reassembly of all items that were disassembled by the carrier. In addition, you are entitled to have everything unpacked, with packing materials removed from the residence, unless you specifically waive this service.
- If you are moving to a new state, register your car and get a new driver's license as soon as possible.
- Replace locks if you feel uneasy about safety.
- Explore the town.
- Update your voter registration.
- Start thinking about home renovation projects.
- Send thank you notes.
- Make spare keys.
- Sit back and relax!