

# MOVING ITEM LIST

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## SIX WEEKS BEFORE YOU MOVE

- Take an objective look at what you own and decide what you'd like to keep and what you can get rid of. Think about whether or not any items will require special packing or extra insurance coverage.
- Create a moving folder/binder to house all of the details of your move. Collect receipts and store an inventory of all the items you're moving.
- Think about where you'll want to place furniture in your new home and create a floor plan. Mark and label specific pieces of furniture on your diagram and place in your moving folder

## FOUR WEEKS BEFORE YOU MOVE

- Notify the post office, magazine and subscription services, credit card companies, your employer's human resources department, insurance, banks, and utility companies of your move.
- Contract the utilities in your new home/town to arrange for service to start on the day before you move, so that you have service when you arrive at your new home. And don't forget to arrange for an expert, if necessary to install fixtures upon their arrival at your new home.
- Start packing non-essential items if you've decided to pack yourself.

## **THREE WEEKS BEFORE YOU MOVE**

- (For self packers) Start your serious packing. Label the contents of all boxes and pack carefully. As best you can, box essential items together, and write “Open First/Load Last” on these boxes.
- Contact your children’s schools and arrange for records to be forwarded to your new school district.
- Contact your doctors, dentist, and veterinarian to receive copies of medical records.
- Ensure you have your driver’s license, auto registration, and insurance records.
- Make personal travel arrangements (flights, hotel, rental cars) for your trip.
- Plan your food purchases to have as little as possible in the freezer or refrigerator by the time you move.

## **TWO WEEKS BEFORE YOU MOVE**

- Check with your insurance company to cancel current coverage or transfer coverage to your new home.
- Make arrangements for transporting your pets and any house plants because movers can’t take them in the van.
- Meet with your bank to change account status.

- Transfer all current prescriptions to a drug store in your new town.
- Have your automobile serviced if you're traveling by car.
- Remove valuables and spare house keys.

## **ONE WEEK BEFORE YOU MOVE**

- Mow your lawn one last time (if applicable).
- Double-check to ensure arrangements have been made to disconnect and service major appliances being moved.
- Dispose of toxic or flammables that can't be moved. Drain the gas and oil from gas-powered tools such as lawn mowers
- Pack your "Trip Kit" of necessary items that should go in your car and not the moving van. Kit could consist of cash, medications, essential toiletries, flashlight, toilet paper, pet food, spare glasses or contact lenses, baby or child care items, toys and car games and your folder with moving information.
- Pack your own bag of clothes for the move.
- Put your "Open First/Load Last" boxes in a separate place so the mover can easily identify them.
- Pay all outstanding bills.
- Remove any fixtures you are taking with you and replace (if specified in your home selling contract).

## **ONE-TWO DAYS BEFORE YOU MOVE**

- Arrival of movers to start the packing process (if applicable)
- Empty and defrost your refrigerator and freezer. Clean both with a disinfectant and let them air out. Put baking soda inside to keep them fresh.
- Arrange for payment with moving company.
- Empty your safety deposit box and plan to take important papers, jewelry, cherished family photos, irreplaceable mementos and vital computer photos with you.
- If your old house will be sitting vacant, notify police.

## **MOVING DAY**

- Remove linens from beds and pack in an “Open First” box.
- When the movers arrive, review all details and paperwork. Accompany the van operator to take inventory. Verify delivery plans.
- Give the home a final cleaning or arrange for someone in advance to perform this service the day after moving out.

## **MOVE-IN DAY**

- If you arrive before the movers, tidy up your home so that the movers can unpack items directly onto clean surfaces. If you plan to line cupboards with shelving paper, this is a good time to do it.

- Review your floor plan to refresh your memory about where you want furniture and appliances placed.
  
- Check to make sure the utilities have been connected and follow up on any delays.
  
- Confine your pets to an out-of-the-way room to help keep them from running away or getting unduly agitated by all of the activity. You might even consider boarding them overnight at a local kennel until you're settled.
  
- Plan to be present when the moving van arrives. Be prepared to pay the mover before unloading.