

# On the Move Checklist



## The Basics

- Review your relocation package if you have one, and determine what expenses will be paid by your company.
- Start a log of moving expense receipts (**some may be tax deductible**).
- Get written estimates from moving companies, including their written commitment of pickup and delivery dates. Get references. Check the limits of insurance they offer, and if it covers replacement cost. Purchase additional insurance if necessary.
- Arrange for storage facility, if you plan to store any contents. Again, check insurance.
- Arrange transport service for pets or automobiles if needed.
- Contact your bank and arrange transfer of your accounts; order checks with new address; clean out your safety deposit box.
- Submit change-of-address forms to the post office; mail postcards to friends & creditors.
- Give day care center proper notice of withdrawal.
- Contact schools and arrange for transfer of student records.
- Contact your doctors for medical records and possible referrals to new physicians.
- Change your insurance policies on property, auto and medical.
- Organize all important documents in a fire-safe box. Some things you want to include are school records, home purchase/sale papers, will, marriage/divorce papers, pet documents, financial records, stock certificates, social security cards, birth certificates, and passports.
- Give notice of resignation to any clubs, organizations or volunteer activities you belong to.
- Cancel newspaper subscriptions.
- Arrange for hotels, rental cars or temporary housing as needed.



## Online Resources

Fill out your change of address and simplify your move online with MoverNet: <https://moversguide.usps.com>



For more tips on moving, visit the U.S. Department of Transportation website: [www.protectyourmove.gov](http://www.protectyourmove.gov)



For information about school districts throughout the country, log onto <http://nces.ed.gov/ccd/schoolsearch/>

## Toll-Free Numbers

For assistance in identifying and locating quality childcare, contact **Child Care Aware**, a free national child care resource and referral service:

**1-800-424-2246**

To notify the IRS about your new address and to find out if your moving expenses are tax deductible.

**1-800-829-1040**

Social Security benefit recipients should change their address with the Social Security Administration.

**1-800-772-1213**



## 2 Weeks Before the Move

- Take a ruthless walk-through to determine what you really want to take.
- Tag the rest of it and hold a garage sale; or call a charity for pick-up.
- Clean out club, gym and school lockers; pick up all dry cleaning.
- Arrange for the disconnection or changeover to your new home of electric, gas, water, phone, cable, etc.
- Have measurements taken of the rooms in your new residence and use floorplans to determine where everything will go.
- Begin packing less-used items. Number and label each box, and keep an inventory. For more valuable information, see our packing tips.
- Retrieve and return all borrowed items from neighbors & friends; return library books.
- Clean out the cupboards & plan remaining meals so you can pack what you don't need, and don't buy any more perishables than you have to.

## 1 Week Before the Move

- Make an inventory list of all items going with you personally. Keep valuable and irreplaceable items such as jewelry and heirlooms with you, not movers.
- Confirm arrangements and dates with moving & storage companies.
- Confirm hotel, rental car or temporary housing accommodations.
- Disassemble furniture or others items.
- Be sure to check yard and sheds for all items to pack.
- Inform all friends & relatives of your forwarding address. If your phone service won't be instantaneous, arrange for a temporary voice mailbox; some long distance providers such as Sprint and MCI offer 1-800 voice mail numbers.
- Take pictures of furniture or get fabric samples for anything you will want to reference for color or decorating before your goods are delivered to your new home.
- Set aside a box of cleaning supplies and the vacuum cleaner.
- Begin making a "Survival Box" for the move. This should include paper, pens, stamps, envelopes, cellophane & heavy duty tape, scissors, tape measure, paper cups, ziplock bags, paper plates & towels, plastic utensils, facial & toilet tissue, instant coffee or tea, cream/sugar, soap, moist towelettes, aspirin, bandaids, can opener, bottled water, travel alarm, flashlight, small tools kit, trash bags, snacks or drinks, children's games, address book, spare car keys, phone books for the city you are leaving & your destination.

## Moving Day 1-2 Days Before

- Clean and defrost refrigerator and freezer.
- Reconcile and close bank accounts, unless you will be using another branch of the same bank.
- Conclude financial matters relating to the sale or lease of your home.
- Movers or your family should complete packing of all household goods for the move. Make sure are boxes are clearly marked.
- Confirm delivery address, directions and delivery date with the movers.
- Carefully supervise the move. Make sure boxes are clearly marked and your instructions are understood.
- Clean the home and check entire grounds before leaving.
- Check thermostat and make sure temperature is set appropriately. Make sure all windows/doors are closed and locked, and all appliances are turned off. Leave forwarding address, garage door openers & any keys, if agreed to, for the new owners or renters.
- If your home is going to be vacant when you leave, make sure a relative, neighbor or real estate agent has the keys and how to contact you. Also, notify your insurance agent and police department that the home will be empty.

## Arrival Day

- Check to make sure all utilities are on and working properly.
- Let family members or friends know you have arrived safely. Check in with your employer & real estate agent to confirm itineraries.
- Supervise moving crew on location of furniture and boxes.
- Give the kids a job to do - let them start on their rooms. Usually, the kitchen and the kids rooms are the best to set up first, as it helps them feel at home.
- Go over the Bill of Lading from the moving company very carefully before signing; check for damaged items first, as this is usually binding once signed.

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