

## **Checklist**

There are so many things to think about when moving! Here's a comprehensive checklist to help you stay on track.

### **Two Months Before Moving**

Investigate moving options. Check rates and availability of all options. Get price quotes. If it's a company move, check with your employer to find out what moving expenses they cover.

Create a "move file" to keep track of estimates, receipts and other important information.

Check with the IRS to see what expenses can be deducted on your next tax return.

Budget for moving expenses and start collecting estimates.

Start pulling together medical and dental records, including prescriptions and shot records. Ask your existing doctors if they can refer you to a care provider in your new city.

Arrange to have school records transferred to your children's new school district and/or daycare.

Call your insurance agent to see what changes to expect in your policies. Ask if moving is covered and arrange for insurance for your new home.

Contact member organizations you have joined. Ask how you can end, sell or transfer your membership.

Inventory all household items to be moved.

Make a list of friends, relatives and businesses who need to be notified of your move.

Start working your way through each room taking inventory and deciding what to get rid of. Start planning a yard sale or contact your local charities.

Plan to use up things that can't be moved, such as frozen foods, bleach and aerosol cleaners.

Purchase collecting boxes and other packing supplies.

### **One Month Before Moving**

Get an itemized list of all moving-related costs and review with mover, including charges for packing, loading, insurance, moving vehicles, and any other special charges.

File a change of address. You can do this online and, with one stop, have all interested parties notified.

Contact utility companies to disconnect, transfer or connect services. This can also be done online.

Call your newspaper carrier, lawn services and others and set a date to cancel your subscription.

Make sure all library books have been returned and that all dry cleaning or items out for repair have been picked up.

Start packing items you don't use often. Also start disposing of the items you've designated for a yard sale, donation or the junk yard. If you donate, be sure to get a receipt for income tax purposes.

Decide if you will keep your plants or give them away. Plants cannot be loaded with your other household goods.

Dispose of flammables, corrosives and poisons.

Have your automobile(s) serviced.

Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.

Confirm travel arrangements.

Confirm movers and/or truck rental reservations

### **One Week Before Moving**

Finish packing and prepare an "essentials" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.

Drain gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.

Empty, defrost and clean your refrigerator at least 24 hours before moving day.

Prepare all appliances for loading.

Fill any necessary prescriptions and medications needed for the next two weeks.

If you're moving out of a building with elevators, arrange with management for use of elevators on move day.

Use extra care in securing your load. Make sure the truck is locked and not parked in a vulnerable location.

Prepare specific directions to your new home for your moving company (drivers), including your travel itinerary and emergency numbers.

Do NOT disconnect your telephone until the day after loading.

\* Source: [NewHomeGuide.com](http://NewHomeGuide.com)