

## Moving Checklist

There's so much more that goes into a move than just your moving day activities. We know moving is stressful and it's our job to help! We've compiled a moving timeline so that you stay one step ahead.

### 8 Weeks Before You Move

- **Organize:** Start sorting your belongings into categories: Keep, Sell, Donate and Discard. Don't forget about your basement, attic and storage areas.
- **Perishables:** Begin using up items you won't be moving with you, such as frozen foods.
- **Questions:** Compile a list of questions for your movers. Every company does things a little bit differently. Be sure to ask questions about things like cancellation policies and liability coverage.
- **Research:** Begin your search for a moving company. Ask for referrals and look for companies with good reviews.

### 6 Weeks Before You Move

- **Moving for work?:** Check in with your employer to find out which expenses and responsibilities they will be covering.
- **IRS/CPA:** Gather information on what expenses you might be able to deduct on your taxes.
- **Records:** If you are relocating to an entirely new area, reach out to schools, medical/dental offices, and more to get copies of your personal records.
- **Schools:** Contact your kids' schools to notify them of your move. Look into the enrollment process in your new school district.
- **Supplies:** Gather or purchase your packing material, such as boxes, tape, bubble wrap and markers/labels.
- **Insurance:** Follow up with your auto and home/renter's insurance agents to make sure they have your new address and do business in that area.

### 4 Weeks Before You Move

- **Forward Mail:** Submit a [Change of Address form](#) with the Post Office.
- **Hazardous Items:** Your mover won't be able to move hazardous or flammable items, and you won't be able to dispose of them in your regular trash. Make a plan for moving or disposing of items like paint, aerosols, propane, guns, chemicals, etc.
- **Utilities:** Inform gas, electric, oil, water, phone, cable, trash, etc. companies for service disconnection and reconnection. Don't forget to leave your essentials connected through the end of your moving day.

- **Start Packing:** Box up your items, starting with items you won't be needing for the next month. Be sure to label boxes as clearly as possible to simplify and expedite your move-in.
- **Book Your Movers:** Call your moving company and confirm your move date and time.

### 3 Weeks Before You Move

- **Service Providers:** If you have any maid service, landscaping or maintenance providers, be sure to let them know you're moving and see if they can transfer services to your new location.
- **Travel Plans:** Set up arrangements and reservations for your moving trip, whether that be plane tickets or hotels.
- **Pro Tip:** There are a lot of variables and unexpected situations when moving and closing on a home. Flying out on your moving day may add stress. You might want to reserve a hotel and fly out the next morning.

### 2 Weeks Before You Move

- **Elevators and Parking:** If you are moving out of or into a building with a loading dock or elevator, try to get an elevator reservation and pass that info along to your movers. If parking may be a problem, find out if you can reserve a parking space for your moving truck.
- **Personal Vehicle:** If you'll be driving for your relocation, have your car checked and serviced before the move. Keep weather conditions in mind as well.
- **Bank Records:** Update your billing address. Most banks provide this service online or by phone.
- **Time Off:** Inform your employer about your move and request any time off needed. If you're unable to take off work, arrange for a friend or family members to oversee your move.
- **Insurance and Valuation:** Decide what coverage you would like for your move. If you're opting for coverage through your homeowners or renters insurance, give them a call to confirm what they will cover. If you want coverage through your mover, contact them to request added coverage.

### 1 Week Before You Move

- **Clean:** Start cleaning up your current residence. Leave some cleaning supplies out for some post-move cleaning OR book move-out cleaners. We recommend Margaret McHenry Maids.
- **Fuel:** Prepare equipment like lawn mowers and snow blowers to be moved by draining gas and oil.
- **Defrost:** Start defrosting your refrigerator and freezer. Prop the doors open so that they don't close on kids or pets.

- Appliances: Finish up last-minute loads of laundry. Disconnect and prep your major appliances for moving.
- Final Packing: Be sure to pack everything you'll need in the first few days after your move into a suitcase or an easily accessible container or bag.
- Cash: If you plan on paying for your move in cash, be sure to prepare this ahead of time.
- Pro Tip: While tipping is not a requirement by any means, it is always appreciated, and like all service industries, cash is preferred. A good guideline is \$5 to \$10 per mover per hour.

## Moving Day

- Point of Contact: Be sure to have someone available for your movers, whether that be yourself or someone else. Make sure your movers know who to contact!
- Moving Documents: Read your Moving Bill of Lading/Contract carefully before you sign. Moving Proz provides all of this for you to preview before you even book.
- Final Walkthrough: Be sure to complete a walkthrough at each location of your move. You don't want to leave anything behind!

Visit us online or call us for a free estimate at 913-815-4044.