

# moving CHECKLIST

*Congratulations on your new home! Follow this checklist for a smooth move.*



## TWO MONTHS BEFORE

- Sort and Purge**—Go through every room of your house and decide what you can get rid of.
- Request On-Site Estimates**—Get in writing estimates from a number of different moving companies. Make sure they provide a U.S. Department of Transportation (USDOT) number.
- Keep a Binder**—Keep all of your estimates, receipts, and an inventory in a binder.
- Transfer Children's School Records**—Give the records to the new school district.

## SIX WEEKS BEFORE

- Order Supplies**—Get boxes, tape, bubble wrap, permanent markers, dish barrels, or wardrobe boxes.
- Take Measurements**—Check to see if large pieces of furniture fit through passageways and doors.

## ONE MONTH BEFORE

- Get Written Confirmation from Mover**—Get mover confirmation of date, costs, and other details.
- Pack Infrequently Used Items First**—Note items of special value and declare in writing items valued over \$100 per pound.
- Label Contents and Destination of Each Box**—Label anything you'll need right away as "essential."
- Change Address**—Visit local post office or go online to USPS.gov. Ask a neighbor to look out for mail.
- Medical Records**—Send your records to any new healthcare providers.

## TWO WEEKS BEFORE

- Take Your Car in for Servicing**—Make sure your vehicle is move-ready.
- Clean Out Safe-Deposit Box**—If you're changing banks, contact the moving company to re-confirm arrangements.

## ONE WEEK BEFORE

- Finish General Packing**—Include suitcases with clothes for the next few days.
- Refill Important Prescriptions**

## A FEW DAYS BEFORE

- Defrost the Freezer**—If you're bringing it with you, make sure to empty, defrost, and clean 24 hours before moving day.
- Double-Check Moving Arrangements**—Reconfirm the mover arrival time and other specifics.
- Plan for the Payment**—Make arrangements for the form of payment beforehand. 10-15% is a normal tip for a job well done. Refreshments for the movers are also always appreciated.

## MOVING DAY

- Verify Movers**—Make sure the USDOT number on the truck matches yours on the estimate.
- Take Inventory**—Before the movers leave, sign the bill of lading/inventory list and keep a copy.



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