

moving day countdown checklist



At Least One Month Before the Move

- ☐ Clean out your closets, attic, basement, cupboards, toy chests and bookshelves. Discard anything you don't want or need.
- ☐ Consider having a tag or garage sale. Keep in mind your best customer could be the purchaser of your present home.
- ☐ Donate unwanted items to charitable organizations, i.e. hospitals, nursing homes, day care centers, libraries and thrift shops. Obtain receipts for tax purposes.
- ☐ Evaluate whether or not to ship your appliances. Consider their age, size and color. If your stove, refrigerator, washer and dryer won't match or fit in your new home, consider selling them.
- ☐ Don't move a gas stove or dryer into an all electric house. Also, consider selling chandeliers and ceiling fans with the home unless you have a special or sentimental reason for taking them along.
- ☐ Take complete inventory of items to be moved.
- ☐ Decide if you will move all your plants or just your favorites.
- ☐ Use up your frozen foods. They cannot be safely shipped. It is also advisable to diminish your supply of canned goods.
- ☐ Notify the security company, lawn or snow removal service or any other regular services of your vacating date.
- ☐ Notify your post office, publications, and correspondents of change of address and date of move.
- ☐ Check your savings and checking accounts. Plan for transfer of deposits so you won't lose interest. Your bank can be used as a credit reference.
- ☐ Arrange to collect advance deposits or security deposits on utilities or rentals.
- ☐ Check your Homeowners Insurance. It may be applied to your new residence or reapplied to the home's future owner's policy with prorated payments. Be sure to coordinate insurance so you're immediately covered on your new residence.
- ☐ Check on club membership fees. The money may be refunded or you might consider transferring/selling the membership to a friend.
- ☐ Check with your veterinarian on any travel preparation needed for your pets. Check your company's moving policy on pet coverage.
- ☐ Register children for school; transfer all necessary school records.

At Least Two Weeks Before the Move

- ☐ Contact telephone, electric, gas and water companies to advise specific date on which to discontinue services. Speak to your realtor prior to disconnecting electricity, gas, and water.
- ☐ Advise utility companies in your new location when to start new services. (Waiting for service to begin can result in costly hotel and meal expenses.)
- ☐ Check requirements for new driver's license and auto registration.
- ☐ Advise meal plan deliveries, laundry services, newspaper carrier and trash pickup to discontinue services.
- ☐ Be sure to clean out school or gymnasium lockers.
- ☐ Ask your present physician and dentist for referrals in the new location. Transfer medical records and get copies of prescriptions. If members of the family have any ongoing medical or dental treatment programs, arrange for the practitioner to prorate the payments with the professional in your new area.
- ☐ Transfer insurance records. Verify that all your insurance provides adequate coverage in the city to which you are relocating.
- ☐ Arrange for the transfer of valuables. Check contents of your safe-deposit box. DO NOT SHIP any valuables such as jewelry, insurance policies, legal documents, currency, stamp and coin collections with the moving company. Either carry them with you or send by insured or certified registered mail.
- ☐ DO NOT SHIP combustible and flammable items. These include oil base paints, bleach, cleaning and lighting fluids, matches and ammunition. All aerosol cans should be eliminated from the shipment, including hair sprays, shaving creams, deodorants, household cleaners, insecticides, tarnish removers and car cleaners. Use up or discard these items.

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Last Week Before the Move

- ☐ Keep a detailed record and receipts of your moving expenses for income tax purposes. This includes transportation, lodging, meals, etc.
- ☐ Drain gas and oil from lawn mowers, chain saws, snow blowers, etc. Gas grills and kerosene heaters must be empty.
- ☐ Cars and motorcycles should have only 1/4 tank of gas.
- ☐ Remove snow and ice from sidewalks, driveways and steps.
- ☐ Check to make sure you didn't leave anything at the dry cleaners.
- ☐ Put linens and pillows in the dresser drawers to have handy for making up your beds the first night in your new home.
- ☐ Place draperies lengthwise on hangers and hang in the closet.
- ☐ The movers will place them in wardrobe cartons.
- ☐ Prepare a "ready box" for last-on and first-off the van. This might include essentials from your kitchen and bathroom. You may wish to include a hammer, pliers, screwdrivers and nails.
- ☐ Prepare a "ready box" with all necessary medications and first aid supplies.
- ☐ Help prepare your children for the move and trip by providing them with their own special treasures. Set aside toys and games for the kids and pack a box of snacks for your trip. Defrost and clean refrigerator and freezer at least 24 hours in advance of the move.
- ☐ Remember to keep your telephone connected through your moving day.

Day Before the Move

- ☐ The packing crew usually arrives the day before the van is loaded. Be sure someone is on hand to supervise the packing.
- ☐ Pack any valuables you intend to take with you.
- ☐ Make sure fragile items receive special attention. Label carton contents and where they go in the new home.
- ☐ Gather keys to the house and arrange to leave them with the new owners of your home, your real estate agent or a trusted neighbor.
- ☐ Notify police if your home will be unoccupied after you leave.
- ☐ Notify a close friend or relative of your itinerary in case of emergency.

Day of Move-Out

- ☐ Check the mover's inventory to see that you agree with the mover's judgment on the condition of your household goods.
- ☐ Take photographs if there is a dispute.
- ☐ Make sure you get a copy of the inventory.
- ☐ Load those things you are taking on the trip, including luggage.
- ☐ Search every room before the van leaves.
- ☐ Check the Bill of Lading for completeness before you sign it.
- ☐ Retain a copy for your records.
- ☐ Record the van driver's name and give him contact numbers at the destination. Confirm directions to the new residence with your driver.
- ☐ Turn off the water heater. Set your thermostat at 55 degrees.

Day of Move-In

- ☐ Get there before the movers. There could be a waiting charge if you are late.
- ☐ Contact utility companies.
- ☐ Check appliances, furnace, and hot water heater. Contact a repair service if something is not working.
- ☐ Check household goods carefully as they are unloaded for loss or damage. List all lost or damaged items on the inventory form.
- ☐ Since you will probably do some unpacking after the movers leave, make a note on the inventory "subject to inspection for loss or concealed damage."
- ☐ Ask mail person if he or she is holding any mail for your arrival.

After You're Settled

- ☐ Obtain necessary licenses: driver's, automobile, dog, etc.
- ☐ Contact newspapers, dairy, etc., for home delivery.
- ☐ Register car at new address (usually there is a penalty if you wait too long).
- ☐ Register to vote.