



PLANNING YOUR MOVE

1-2 Months Before Move

- ☐ Create folder for all moving records
-estimates, receipts, inventory lists,
etc.
- ☐ Plan your moving method
-truck rental, hiring professional
movers, friends etc.
- ☐ Inquire about moving expense
benefits at work
- ☐ Research storage facilities
- ☐ Schedule disconnection/connection
of utilities at old and new place:
 - ☐ Phone ☐ Internet ☐ Water
 - ☐ Garbage ☐ Gas ☐ Electric
- ☐ Plan how you will move vehicles,
plants, pets and valuables
- ☐ Use a floor plan or sketch to decide
on furniture arrangements
- ☐ Hold a garage sale, donate, sell,
or trash unnecessary items
- ☐ Schedule transfer of records
(medical, children in school,
etc.)
- ☐ Get copies of any records
needed (medical, dental, etc.)
- ☐ Acquire packing materials
(boxes, tape, stuffing/padding,
markers, etc.)
- ☐ Make any home repairs that
you have committed to making
- ☐ Return borrowed, checked-out
and rented items
- ☐ Get things back that you have
lent out
- ☐ Start using up food you have
stored so there is less to move



PLANNING YOUR MOVE

3-4 Weeks Before Move

- ☐ Finalize moving method and make necessary arrangements - moving company, truck rental, friends etc.
- ☐ Fill out a Change of Address form at a post office or online - [Click Here for our Checklist](#)
- ☐ Begin packing non-essential items
- ☐ Provide important contacts with your new address:
 - ☐ Employers ☐ Family & Friends
 - ☐ Attorney ☐ Accountant
- ☐ Pack one room at a time
- ☐ Label boxes by room & contents
- ☐ Notify your insurance and credit card companies about change of address
- ☐ Separate valuable items to transport yourself - label as **DO NOT MOVE**
- ☐ Cancel automated payment plans and local accounts/memberships if necessary
- ☐ Keep a box of tools with you on moving day - label as **TOOLS/DO NOT MOVE**
- ☐ Take your vehicle(s) in for a tune-up, especially if you are traveling far
- ☐ Create an inventory list of items and box contents as you pack.



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1-2 Weeks Before Move

- ☐ Continue packing and clean as you go
- ☐ Pack an essentials box for your new home to use right away
- ☐ Plan with your employer to take the day off for moving day
- ☐ Find fun ways to involve your children as much as possible
- ☐ Prepare childcare for moving day
- ☐ Begin to pack your suitcases with personal belongings to use on night one at your new home.
- ☐ Reconfirm your method of moving with those involved
- ☐ Fill your prescriptions early
- ☐ Empty out your safe deposit box, secure those items for safe travel
- ☐ Cancel services for your old place:
 - ☐ Newspaper ☐ Housecleaning
 - ☐ Lawn Care ☐ Water ☐ Delivery
- ☐ Check your furniture for damages - note damages & take photos
- ☐ Disassemble furniture (desks, shelves, beds etc.)
- ☐ Complete all necessary paperwork & documents
- ☐ If traveling far, notify credit card company to prevent automated deactivation
- ☐ Dispose of flammables - paint, propane, and gasoline
- ☐ Use up perishable food



PLANNING YOUR MOVE

2-4 Days Before Move

- ☐ Confirm all moving details and that you have necessary paperwork
- ☐ Continue cleaning the house as you are packing
- ☐ Make a schedule or action plan for the day of the move
- ☐ Defrost your freezer and clean the fridge
- ☐ Plan when/how to pick up the truck (if rented)
- ☐ Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- ☐ Prepare for the moving expenses (moving, food, lodging)
- ☐ Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
- ☐ Set aside boxes/items that you are moving yourself (make sure you'll have room)