MOVING CHECKLIST

2 MONTHS BEFORE

☐	Make truck rental reservations or arrangements with a moving company. Be sure to ask the following questions: 1) Are on-site estimates offered? 2) How is pricing determined? 3) Will the movers pack items? (If so, at what additional cost?) 4) Is the quote binding or nonbinding? 5) What insurance is included? 6) What additional charges may arise
☐	Request a copy of the signed contract
☐	Create a binder to hold all move-related paperwork (checklists, contracts, receipts)
☐	Place legal, medical, insurance, and tax records in a safe and accessible place

1 MONTH BEFORE

☐	Sort items to keep, donate, discard, and sell – hold a garage sale if desired
☐	Have valuable items appraised. Photograph or videotape them. Upload images onto the computer, and save them to a CD
☐	Gather packing supplies (boxes, box butters, tape, tape dispensers, wrapping material, labels, colored stickers, etc.)
☐	Pack contents of the garage, attic, and storage areas, as well as other infrequently used items (books, holiday decorations)
☐	Assign a color to each room and mark boxes and furniture with colored stickers
☐	Label and number each box with an inventory list of contents
☐	Have utilities and phone/internet services disconneced in the old home the day after you leave and installed in the new home a day before move-in
☐	Call a locksmith to have your new home's locks changed on moving day or before
☐	Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave if desired

TWO WEEKS BEFORE

☐	Pack the bulk of your items
☐	Complete a change-of-address form online or at the post office
☐	Notify magazines, newspapers, banks, and credit card companies of your new address
☐	Plan for special care needs for infants, elderly, or pets
☐	Firm up moving dates as best as you can – keep in mind possible delays/extensions of closing dates

WEEK BEFORE

☐	Print an information sheet for the movers with your old/new addresses, directions, and cell phone number
☐	Finish packing and set aside a week's worth of clothing
☐	Put small valuables and important documents in a box or bag
☐	Create a last-out, first-in box with all day-to-day necessities (bedding, towels, toiletries, cleaning supplies, medications, basic tools/utensils)

MOVING DAY

☐	Do a walk-through with the movers and make sure no items have been left behind
☐	Give keys to the real estate agent/landlord
☐	Inspect for damages, photograph relevant items before signing the release
☐	Test faucets, toilets, utilities, phones, smoke detectors and security systems