



THE ULTIMATE *week by week* MOVING CHECKLIST

8 weeks before the move:

- ✔ Schedule at least 3 moving companies to provide estimates.
- ✔ Obtain and fill out Change of Address form online or at your local post office
(if you do not know the new address, save the form in a safe place for future use. However, it's best to fill out the form as quickly as possible, so that it doesn't get misplaced during the move.)
- ✔ Survey the contents of your home and begin to get rid of items that will not be going with you.
- ✔ Contact your children's new schools to see what records they will need and ask where the records should be sent.
- ✔ Contact your children's old school and request records for the new school.
- ✔ If you already know where you'll be living, request a floor plan of your new home to help determine what will or will not fit into your new space.

7 weeks before the move:

- ✔ Contact your local clothing and furniture donation point(s) and determine your pick-up/drop-off options.
- ✔ Begin cleaning out your closets.
- ✔ If you've already found a new home, contact the utility companies in your new area and arrange service upon arrival.
- ✔ Look for doctors in your new area. Make a list of those you are interested in so that you can meet them in person upon arrival.



6 weeks before the move:

- ✔ Notify friends and family of your new address (if you already have a new home address).
- ✔ Go to the post office and arrange for your mail to be forwarded to your new location.
- ✔ Begin organizing your important documents.



5 weeks before the move:

- ✔ Select a mover and book a date for the move. If you are self-moving, book a moving van.
- ✔ Arrange for supplemental moving insurance if desired. If you live in an apartment building, contact your building manager and arrange for prolonged use of service elevator on moving day.
- ✔ Arrange for magazine subscriptions to be delivered to your new address.
- ✔ When moving far away, cancel your newspaper subscription(s). If moving locally, arrange for delivery to your new home.
- ✔ Make a list of all companies who will need to know of your change of address and begin contacting them.
- ✔ Start packing items that are not used frequently.
- ✔ Make a list of furniture that will not fit into your new space and start planning ways to get rid of it.

4 weeks before the move:

- ✔ Submit an IRS change of address form
- ✔ Make a list of everything that will be packed in your hand-luggage and make sure that you will have enough room (both in your luggage and, when relevant, in the trunk of your car).
- ✔ Have car inspected if traveling by car.
- ✔ Get a copy of your health records and keep it with your important documents.
- ✔ Arrange for utilities to be shut down (or for the accounts to be transferred to their new owners) on the evening after the move or the next day.
This includes: electricity, gas, phone, internet and water. Make sure that they will not disconnect your utilities while you are still moving.
- ✔ Contact your alarm company to cancel service for after the move.

3 weeks before the move:

- ✔ When relevant, arrange for daycare on moving day.
- ✔ Check oft-forgotten areas (such as the garage, attic and basement) for things you may have forgotten to pack.
- ✔ Give away plants if you're not taking them with you.
- ✔ Contact Department of Motor Vehicles regarding your change of address if moving within the state.
- ✔ If necessary, arrange for a storage unit to accommodate your things until your new home will be ready.
- ✔ If you are driving a long distance, create a playlist of songs to enjoy during the trip. Alternatively, purchase several books on tape to keep you focused during the drive.



2 weeks before the move:

- ✔ Enlist friends to help relieve stress of last minute packing.
- ✔ Draft a meal plan for your final week so to use up whatever food is left without purchasing new items. Return all library books and movie rentals.

1 week before the move:

- ✔ Confirm moving date and details with the moving company.
- ✔ Close your bank account and arrange for bank checks to be deposit money in your new bank. If possible, wire your money directly into your new bank account.
- ✔ Get a bank check to pay the move if necessary.
- ✔ Empty your safe deposit box and return the key. Make sure to keep your valuables with you or in a safe place.
- ✔ Finish packing whatever items the moving company will not be packing.
- ✔ Review packed boxes and make sure that they are labeled properly.
- ✔ Drain gasoline from lawn mower and snow blower when relevant.
- ✔ Defrost freezer and drain water to prepare for transport. Backup all new computer files.
- ✔ Arrange for a friend or relative to help with the move and to stay in the apartment with the movers in case you need to leave briefly.

MOVING DAY!

- ✔ Unplug all appliances that you are leaving behind.
- ✔ Lock all windows and doors.
- ✔ Set thermostat properly.
- ✔ Perform final inspection on your old home to make sure that you didn't forget to pack any items or to disconnect any appliances.
- ✔ Review the bill of lading very carefully before the truck driver leaves.

CONGRATULATIONS!