

Moving Checklist for IN-TOWN Moves

Six to Eight Weeks Before Moving

- Create a "Moving Planner" file, using a folder or notebook with pockets to keep track, in ONE place, of all moving details, records of phone conversations, receipts, and important information.
- Choose a mover! This should include interviewing 2 or 3 moving companies and getting detailed estimates. After making your selection, firmly schedule your moving date with the mover.
- Begin to inventory your household furniture and goods, and get rid of clutter. Systematically cleaning out closets, garage, cabinets, etc. should be part of this process. You do NOT want to pay to move items you don't want to keep.
- Consider furniture placement – it is not too early to begin labeling where furniture will go in your new home.
- Collect in one place all your important documents and records, including:
 - Motor vehicle registrations and titles
 - Medical, dental and prescription records
 - Children's school records
 - Veterinarian records
 - Insurance records
 - Wills and other legal and financial records
- Begin a list of everyone you will need to notify about your move, including:
 - Friends and relatives
 - Professional associates
 - Subscriptions
 - Organizations, health clubs, volunteer groups
- Start to use up things you won't be moving, including frozen foods, cleaning supplies
- OTHER

Five Weeks Before Moving

- Start collecting boxes and packing supplies for any things you will be packing yourself. Begin packing out-of-season items and things you don't use often. THOROUGHLY label contents of any boxes you pack!
- Sell or donate those items you will be getting rid of.
- OTHER

Four Weeks Before Moving

- Take pictures of or videotape your belongings, and record any serial numbers of electronic equipment.
- If you're moving out of or into a building with elevators, schedule elevator use and inquire about any other moving guidelines at your old and new address.
- OTHER

Three Weeks Before Moving

- Arrange to disconnect/connect all services (gas, electric, water, telephone, cable TV, paper/trash/recycling collectors, newspapers) at your old and new address. To keep phone and utilities connected at your current home for your entire moving day, schedule disconnect the following day.
- Submit a change of address form on-line or in person at your Post Office.
- Make child or pet care arrangements for moving day.
- Host your moving sale, if applicable.
- START PACKING in earnest. Thoroughly label boxes. Box items together that will be unpacked in the same room. Label boxes with essential items "Open First".
- OTHER

Two Weeks Before Moving

- Confirm all arrangements with your moving company.
- Be sure you have cash for moving week, including gratuity for movers.
- Plan meals for your last week so you can empty the refrigerator and avoid using appliances that have been packed.
- Prepare a folder of important information, such as product manuals, about your old home for the new owners.
- Drain oil and gas from any power equipment such as lawn mowers that will be moved.
- OTHER

One Week Before Moving

- Check back through your "Moving Checklist" to be sure you haven't overlooked anything.
- Begin packing suitcases, valuables, important documents, and any things that will travel with you and not with the movers – keep these items together in a designated location in your home. This should include a "Trip Kit" for moving day.
- Pack and LABEL a box for your first night in your new home including bath and bed linens, cleaning supplies, and personal toiletries.
- Confirm connection date for all utilities at your new home.
- Prepare a sheet to give your movers on moving day with your new address, exact directions, phone numbers where you can be reached, and an emergency contact number.
- OTHER

Move Out Day

- Make sure that someone is at home to welcome the movers and answer any questions. If you are unable to be present, authorize another adult to act on your behalf.
- Each piece of furniture and box will be labeled and numbered. You will be given an Inventory to sign – be sure this is accurate and includes condition of your goods at the time of loading. You should keep this with you during the move.
- It is your responsibility to see that all your goods are loaded. Do a final walk through to double check closets, cabinets, shelves, attic, basement, garage, and yard equipment to be sure!
- Before your mover leaves, be sure you have a contact cell number for the driver.
- OTHER

Moving In

- Plan to be present when the mover arrives to supervise unloading.
- You will need one person to check off inventory sheets as items are unloaded and a second person to direct the movers as to where to place items.
- Check appliances and utilities at your new home.
- Unless you have paid by credit card, you will need payment on hand in cash or cashier's check. Movers do not accept personal checks. Don't forget the gratuity!
- OTHER



fridrichandclark.com

A tradition of excellence for over 40 years

After Your Move

- Unpack favorite things to give yourself and your family a sense of home.
- Give yourself a deadline to unpack and organize – two weeks is reasonable. You’ll be glad you didn’t put this off!
- Retain your “move file” with phone numbers, contact information, moving receipts and documentation.
- OTHER
- OTHER
- OTHER

A valuable resource for you with your move is the FMCSA (The Federal Motor Carrier Safety Administration). Visit their website at www.protectyourmove.gov for information on moving companies, your rights and responsibilities when you move, and consumer protection regulations.

Important Phone Numbers –Davidson County

Nashville Electric Service.....	615-736-6900
Piedmont Gas	615-734-0665
Comcast Cable	615-244-5900
Metro Water Service	615-862-4600
AT&T	800-222-0300
The Tennessean	615-259-8000

Important Phone Numbers and Notes

