

# Moving Checklist for OUT-OF 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/electronic 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
  - Churches, synagogues
  - 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

- Make banking arrangements in your new city.
- Take pictures of or videotape your belongings, and record any serial numbers of electronic equipment.
- Make any travel arrangements for pets.
- 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 or heating oil, electric, water, newspapers, telephone, cable TV, paper/trash and recycling collectors) at your old and new addresses. To keep phone and utilities connected at your current home for your entire moving day, schedule disconnect for the following day.
- Submit a change of address form on-line or in person at your Post Office.
- Have your automobile serviced.
- 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.
- Clear out Safety Deposit box
- 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.
- Contact your bank and financial institutions to arrange closing and transfer of accounts and funds.
- Return library books, game stations, videotapes, CDs, DVDs, etc.
- Pick up dry cleaning, laundry, or items out for repair.
- 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.
- Fill any prescriptions or medications you will need for the next couple of weeks.
- 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.
- Find new homes for plants that won't be moved.
- 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



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