

# MOVING CHECKLIST



*This comprehensive Moving Checklist was designed to help you stay on track leading up to, during, and after your moving day. Even with a long to-do list, moving doesn't have to be stressful!*

## 8 WEEKS BEFORE YOUR MOVE

- ☐ Start to decide on what furniture and goods you will be moving and tossing
- ☐ Make an appoint with Brian Maguire of American Van Lines
- ☐ Create a "move file" to keep track of quotes, receipts and other important information
- ☐ Start researching your new community

## 7 WEEKS BEFORE YOUR MOVE

- ☐ Start compiling medical, dental, shot and prescription records
- ☐ Ask doctors for referrals in your new area
- ☐ Arrange to have school and other records transferred, such as medical and veteninary
- ☐ Gather copies of legal and finicial records
- ☐ Call your insurance agent to see what changes you will need to make to your exisiting policies
- ☐ Contact health clubs, organizations, and groups to cancel/transfer memberships

## 6 WEEKS BEFORE YOUR MOVE

- ☐ Plan how to move valuable and difficult to replace items (certified mail or carry with you)
- ☐ Begin purgin your home. Seperate items into those you will keep, donate or discard
- ☐ Research on transferring records and licenses, such as drivers licenses, gun permits, etc
- ☐ Plan a garage sale, research donation centers, trash out services

## 5 WEEKS BEFORE YOUR MOVE

- ☐ Start using items that cannot be moved, such as bleach, aerosols, and frozen foods
- ☐ Begin packing items you don't use that often
- ☐ Put a box in every room and clearly label each box with its contents and destined room
- ☐ Pinpoint your move date
- ☐ File a change of address with the postal service or ask to hold mail at new address

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## 4 WEEKS BEFORE YOUR MOVE

- ☐ Make a list of items that you will carry/move on your own
- ☐ Notify your utility services of your move (transfer, stop & start service)
  - Electric
  - Water
  - Gas
  - Telephone
  - Cell Phone
  - Sewer
  - Cable/Satellite
  - Internet
  - Trash Collection
  - Pool/Lawn Service
  - Exterminator
- ☐ Make travel arrangements for your pets
- ☐ Host a garage sale, have items for donation and trash picked up and removed
- ☐ Call Brian Maguire and let him know of any changes (move date, items to be moved)

## 3 WEEKS BEFORE YOUR MOVE

- ☐ Plan transportation for plants, dispose of flammable, corrosive or poisonous items
- ☐ Read the Do Not Ship List to ensure everything you are moving is safe
- ☐ Have your automobiles serviced

## 2 WEEKS BEFORE YOUR MOVE

- ☐ Notify these professional services of your move:
  - Accountant
  - Attorney
  - Doctor
  - Dentist
  - Financial Planner
  - Health Insurance Provider
  - Insurance Agent
  - Schools
  - Division of Motor Vehicles
- ☐ Consult and finalize move date and closing with your realtor
- ☐ Contact Brian Maguire and confirm move date

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## 2 WEEKS BEFORE YOUR MOVE

☐ Notify these services/accounts of your move:

- Auto Finance Company
- Bank/Credit Union/Finance Companies
- Credit Card Companies
- Store/Gas Charge Accounts
- Exterminator
- Health Club
- Home care service providers (lawn, pool, etc)
- Laundry/Cleaning services
- Magazines
- Memberships (Wine of the month, Netflix, etc)
- Newsletters
- Newspapers
- Pharmacy
- Store/Grocery reward cards

☐ Notify these government offices of your move:

- City/County Tax Assessor
- State Vehicle/Vessel Registration
- Social Security Administration
- State/Federal Tax Bureau (IRS)
- Veterans Administration
- Confirm travel arrangements for pets and family
- Confirm parking area for the moving van (optional)
- Plan meals for the last weeks to use up your food
- Assemble a folder of important information about your house for the next owner

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## 1 WEEK BEFORE YOUR MOVE

- ☐ Review your moving plans with Brian Maguire. Call/Text or Email him with any questions
- ☐ Contact your Bank or Credit Card company if you are planning to pay for your move by card
- ☐ Print two (2) copies of your moving documents to keep in your move file
- ☐ Notify your friends and family of your new address and phone number
- ☐ Pack an essential bag/box to keep with you during the move
- ☐ Drain gas, oil and other fluids from lawn equipment, grills, heaters, etc
- ☐ Drain water hoses and waterbeds
- ☐ Make a list of things to go in your essential bag/box (medicine, toothbrush, soaps, utensils)
- ☐ Start to empty and defrost refrigerator at least 24 hours before the move
- ☐ Fill any prescriptions needed during the move

## MOVING DAY

- ☐ Be familiar with our packing and loading tips and introduce yourselves to the moving staff
- ☐ Place carpet, floor and door frame protectors throughout your home (optional)
- ☐ Check every room, closet and cabinet one last time to ensure nothing is left behind
- ☐ Leave a note and extra stamps so the future residents can forward any stray mail

## MOVING IN CHECKLIST

- ☐ Pick up keys, gate openers for your new home
- ☐ Ensure the doorways and hallways in your new home are clear for the moving staff
- ☐ Pick up any mail held at the local office and check your new mailbox
- ☐ Test all appliances, and utilities making sure everything is on and in working order

## MOVING IN CHECKLIST

- ☐ Keep all receipts and documents in your move file and store it in an easy to remember location
- ☐ Change drivers license, automobile tags, register to vote
- ☐ Contact your local paper for a subscription, as well as health clubs, organizations, etc
- ☐ Enjoy your new home!