

Moving Checklist

Two Months Before Moving...

- Sort through your belongings to reduce the number of things you have to move.
- Have a garage sale or donate items you no longer need to charity (Donations can also be great tax deduction opportunities).
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or a truck rental company. *Tip: Call three companies for estimates to compare.*
- Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
- If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.
- Save all moving receipts, because some moving expenses may be tax deductible. Check the current tax code for requirements.
- Place your legal, medical, financial, and insurance records in a safe and accessible place.
- Purchase insurance coverage for valuables to be moved.

One Month Before Moving...

- Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
- Make travel arrangements for your pets.
- If you're driving, get your car tuned up.
- Get medical records from your doctors, dentist, optometrist, and veterinarian.
- Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- Back up important computer files.

Two Weeks Before Moving...

- Contact your utility companies (gas, electric, water, cable, trash collector, and local phone service providers) and notify them of your move. **WE-energies** (800)714-7777
- Sign up for services at your new address.
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day if necessary.
- Confirm your travel reservations.
- Arrange to close or transfer your bank account, if appropriate, pick up items from safety deposit box.

One Week Before Moving...

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, and so on to carry you through the day after arrival in your new home.
- Finish packing all boxes minus what you'll need in the final week.
- Inform the post office of your upcoming move.

Send change-of-address cards with your new address and phone number to:

- Friends and family
- Banks, insurance companies, credit card companies, and other financial institutions
- Magazines and newspapers
- Doctors, lawyer, accountant, realtor, and other service providers
- State and federal tax authorities and any other government agencies as needed
- Workplace, schools, and alma maters
- Voter registration office and motor vehicle bureau

The Day Before...

- Set aside moving materials, such as tape measure, pocket knife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If moving yourself, pick up the rental truck and a hand truck or dolly to move heavy boxes.
- If you're driving, check oil and gas in your car.
- If you're traveling, make sure you have tickets, charge cards, and other essentials.

Moving Day...

Carry with you:

- The keys to your new home.
- Map of new town and directions to your house.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- Any important personal records and documents.
- Any items of great personal value to you that are virtually irreplaceable (for example, a photo album).
- Back-up copies of important computer files.
- Sheets and towels for the first night in your new home.
- Personal hygiene items (for example: toothpaste, soap, razor)

Arrival Day...

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers.

Note any damages on the inventory sheet.

- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.

After the Move...

- Walk and drive around your neighborhood and community to orient yourself and your family.
- Get new driver's licenses, library cards, voter registration cards, and bus passes.
- Enroll children in school.