

TWO MONTHS PRIOR TO MOVE

- Get estimates from three moving companies
- Contract with mover that is reliable, has a good record and reputation
- Create a file for papers and receipts related to move and find out if any moving expenses are tax deductible
- Determine how many packing supplies you will need
- Get rid of things you don't want to move by having a yard sale, donating to charity or recycle
- Notify IRS - you can get an IRS Change of Address form by visiting the irs.gov website or call 1-800-829-1040
- Notify Schools - both old and new and arrange the transfer of school records and start process of registering for new school
- Notify Insurance Agent - to arrange transfer of property, fire, medical and automobile policies
- Notify Dentist and Doctors - let all of your medical professionals know of the move and collect medical and dental records
- Create a list of family, friends and others that need to be notified of your move
- Make travel arrangements for you and your family. Plan to arrive well before the movers' scheduled arrival
- Schedule an appointment to take your pet to the vet if their regular exam is near and start looking for a vet in your new town

NOTES _____

ONE WEEK PRIOR TO MOVE

- Contact mover and confirm move date
- Discuss contingency plans if movers are running late. Where will you sleep, what will you eat, etc.
- Make sure your newspaper service has been discontinued or redirected to your new home
- Open a new bank account if your bank doesn't have a branch in your new town
- Return any borrowed items from friends, the library or video store
- Empty lockers at the gym, work or school
- Collect all valuables and important documents from safety deposit box

MOVING DAY

- Get your moving day survival kit together - kit should contain items needed for trip and when you arrive at new home. Toilet paper, bottled water, toiletries, towels, snacks, clothes for a few days, etc.
- Make sure you have the contact information of your moving company in your moving folder
- Give a list of vital information to your movers - phone #'s, correct moving address, maps, etc.
- Double-check the inventory list and sign it. Place your copy in moving folder
- Carefully read Bill of Lading and sign if correct

NOTES _____

30 DAYS PRIOR TO MOVE

- Confirm with mover that details of move are set
- Begin packing out of season and items that are rarely used
- Create an inventory list of your items so you can compare against the moving company's list
- Make the arrangements to disconnect utilities, cable, and internet from your present home
- Make the arrangements to connect utilities, cable, and internet at your new home
- Start planning where things will go in your new home
- Arrange for child and pet care the day of your move
- Obtain a Change of Address form from the Post Office, you can get one online at USPS.com
- Send out change of address cards to your family and friends schools, insurance company, doctors, dentist, credit card companies, service providers and bank.
- Research service providers in your new town
- If your bank doesn't have a branch in your new town, begin researching popular banks there
- Have your children make a contact list of friends

14 DAYS PRIOR TO MOVE

- Start cleaning rooms in your house that are already empty and make sure you didn't leave anything unpacked
- Make arrangements to clean the home you are moving from and your new home
- Arrange for services for your new home that will be easier accomplished before moving in such as painting and carpet cleaning
- Research pharmacies in your new town and transfer all family prescriptions

MOVING CHECKLIST

Anticipated Moving Date

New Address

New Phone Number
