Six Weeks Before
☐ Hire a mover. Ask friends for recommendations for movers. Get quotes from at least three licensed companies.

   Be sure to ask the following questions:
   • Are on-site estimates offered?
   • How is pricing determined?
   • Will the movers pack items? (If so, at what additional cost?)
   • Is the quote binding or nonbinding?
   • What insurance is included?
   • What additional charges may arise?

☐ Request a copy of the signed contract.
☐ Contact your insurance company for additional coverage (optional).
☐ Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

Five Weeks Before
☐ Conduct a room-by-room survey. Sort items to keep, donate, discard, and sell.
☐ Hold a garage sale if desired.
☐ Have valuable items appraised. Photograph or videotape them. Upload images onto the computer, and save them to a CD.

Four Weeks Before
Gather packing supplies, including:
☐ Boxes (various sizes; wardrobe boxes)
☐ Box cutters
☐ Tape (packing, masking, blue painters’)
☐ Tape dispensers
☐ Wrapping material (bubble, plastic, tissue paper)
☐ Labels
☐ Colored stickers

Other:

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Moving Checklist

Three Weeks Before
☐ Pack contents of garage, attic, and storage areas, as well as other infrequently used items (books, holiday decorations).
☐ Assign a color to each room. Mark boxes and furniture with appropriate stickers (see label template).
☐ Label and number each box. Keep a master inventory list with contents of each box.
☐ Have utilities and phone/Internet services disconnected in the old home the day after you leave and installed in the new home the day before you arrive.
☐ Call a locksmith to have your new home’s locks changed on moving day or before.
☐ Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave if desired.
☐ Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

Two Weeks Before
☐ Pack the bulk of your items.
☐ Complete a change-of-address form online (usps.com) or at the post office.
☐ Notify magazines, newspapers, banks, and credit card companies of your new address.

One Week Before
☐ Print an information sheet for the movers. Include the old and new addresses, directions, and your cell phone number.
☐ Get a cashier’s check made for the movers if necessary. Withdraw cash for the tip.
☐ Finish packing. Set aside enough clothing for the week ahead, plus a suitcase or two for those items.
☐ Put small valuables and important documents in a box or bag. Ask a friend to hold on to it until you’re settled, or lock it in the trunk of your car on moving day.
☐ Create a last-out, first-in box with all day-to-day necessities, including any of the following that are applicable:

☐ Bedding
☐ Towels
☐ Toiletries
☐ Toilet paper
☐ Basic tools
☐ Cleaning supplies
☐ Medications
☐ Camera (to document items broken in transit)
☐ Snacks
☐ A few dishes and utensils

Other:

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Moving Day

☐ Do a walk-through before movers arrive to make sure everything is packed.
☐ Make sure there are no items left behind.
☐ Give keys to the real estate agent or landlord.
☐ Arrange for someone to direct the movers at your new home.
☐ Check items off the inventory list as they are unloaded.
☐ Inspect for damages. Photograph relevant items before signing the release (sometimes referred to as a bill of lading).
☐ Test faucets, toilets, utilities, phones, smoke detectors, and security systems.
☐ Turn on water heater if necessary.
☐ Begin to unpack.
☐ Flatten boxes. Set them out for recycling, or store for future use.