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

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__________________________________________
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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

________________________________________________