

**MOVING CHECKLIST
Preparing for the Move**

Below is a list of items that you will want to accomplish to make your move a more smooth transition. You will want to start 4-6 weeks before the scheduled day of your move.

- Set up time and date for the move: _____
- Go through your closets, garage and attic and put together things for donating or a yard or garage sale. (The proceeds from a yard/garage sale will help defer some of the costs of moving. Saturdays are the best days for a Sale!) Garage Sale Date and Time: _____
- Go through refrigerator and cabinets and either use or throw out items that may perish or spill during the move.
- Take an inventory of expensive items for insurance purposes.
- Contact your homeowners insurance agent and find out how much of your move is covered under your current policy.
- If this is a specifically job-related move, contact your accountant to find out about a tax deduction.
- Contact your employer to nail down the costs they will cover.
- Start a file for all of your moving papers and receipts.
- If considering using a moving company, solicit 3 estimates - making sure that they are insured and bonded.
- If you have children, arrange for a transfer of their school reports.
- If moving to a new community, you may wish to subscribe yourself to the local paper to familiarize yourself with the government, communal and social news and activities.
- Locate community health-care facilities and professionals in your new area through information or online services.
- Notify your friends & relatives of your pending move. (You may consider printing special announcements once you are settled.)

Obtain change of address forms. These may be found at any post office or through online services. Fill these out and mail a few days before your move for:

- | | | |
|---|--|---|
| <input type="checkbox"/> Post Office | <input type="checkbox"/> Banks | <input type="checkbox"/> Doctors & Dentists |
| <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Religious Organizations | <input type="checkbox"/> Income Tax Bureau |
| <input type="checkbox"/> Social Security Admin. | <input type="checkbox"/> Accountant | <input type="checkbox"/> Stock Broker |
| <input type="checkbox"/> Lawyer | <input type="checkbox"/> Insurance Carrier | <input type="checkbox"/> Schools |

Notify all home service/utility companies of disconnect/connect or cancellation/start dates at both old and new addresses. Also ask for final readings/account totals.

- | | | |
|---|--|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electric | <input type="checkbox"/> Water |
| <input type="checkbox"/> Oil | <input type="checkbox"/> Telephone | <input type="checkbox"/> Cable/satellite |
| <input type="checkbox"/> Garbage/Recycling | <input type="checkbox"/> Yard/Lawn service | <input type="checkbox"/> Dairy Delivery |
| <input type="checkbox"/> Newspaper Delivery | <input type="checkbox"/> Other _____ | |

- If moving pets, make arrangements for their transportation or boarding during the move.
- Make sure your vehicle(s) are serviced before the move.

If packing for the move yourself start ahead of time collecting:

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> newspapers | <input type="checkbox"/> boxes of all sizes | <input type="checkbox"/> packing tape | <input type="checkbox"/> plastic bags |
| <input type="checkbox"/> markers | <input type="checkbox"/> bubble wrap | <input type="checkbox"/> tissue paper | <input type="checkbox"/> sheets or blankets |

(You can get boxes from liquor/grocery stores or buy from moving company or mail businesses)