

MOVING CHECK LIST

"To Do List" In preparation of moving

- Compile a list of items you will be moving on your own.
- Contact movers to get written quotes. Start this process as soon as you know when you will be moving.
- Hold a garage sale or donate your unwanted possessions.
- Inquire from the moving companies what their policy is for insurance coverage and damages.
- Collect moving boxes from area stores, or purchase them from a moving company.
- Pack and move as much as you can to save on moving expenses. Label the boxes.
- Contact your insurance company to cover possessions during the move.
- Locate medical professionals and veterinarians in your new home town.
- Notify the medical professionals and veterinarian of your new address, and have files transferred to new Doctors.
- Notify all companies you receive bills from, as well as magazine subscriptions, etc.
- Retrieve children's school records if leaving school district. Contact new school district.
- Change your driver's license, voting cards and auto license to the new address.
- Change your address with the IRS, Social Security, as well as the Courts, if applicable.
- Move your valuable possessions yourself.
- Close or transfer checking and/or savings accounts to new address. Remember your safety deposit box.
- Transfer 401k, IRA and investments to new address.
- Pick up any tax records from your accountant or CPA.
- Complete change of address with Post Office.
- Contact the phone company to transfer number or obtain new service.
- Notify family and friends of your new address and phone number.
- If you are currently renting, notify landlord of new address for deposit return.
- Cancel yard service, trash service and snow removal service, newspaper deliver.
- Photograph furniture if you are concerned about damage by the moving company.

- Make arrangements to move pets and plants (moving companies usually will not transport them).
- Contact the utility companies a week before the move and coordinate the transfer to new buyers.
- Place utilities in your name at the new home, as well as phone and cable.
- Insure new home, as well as contents.
- Empty gas out of any equipment being moved (most movers are not allowed to transport liquids).
- Keep out personal items (as if you are going on vacation) to have for the first night/day at the new home.
- Plan on being at your home on moving day, to answer any questions the movers may have.
- Hire a babysitter for the children the day of the move.
- Do a final walk through to make sure all belongings have been removed.
- Clean the home you moved out of.
- Arrange to transfer keys to new occupants. Also arrange to pick up keys for new home.
- Meet the movers at your new residence to direct and inspect.
- Exchange phone numbers with the drivers and/or moving company.
- Notify movers, and get it in writing, if any damage was incurred during the move.
- Lock the doors and windows of the home you vacated.
- Notify a neighbor of your new address and phone number, in case of any home deliveries.
- Cancel insurance on the home you moved out of, and give them your new address for any return of a premium.