

Moving Checklist

A. One Month Prior to Move:

- ⊕ Pick up a Change-of-Address Kit from the Post Office. Also notify the following:
 - Friends and family
 - Banks
 - Insurance Companies
 - Credit card companies
 - Magazines and Newspapers
 - Doctors, dentist, optometrist, pharmacist
 - Past employer (for W-2 forms)
- ⊕ Dispose of unwanted items
 - Sell, donate or hold a garage sale.
 - Use perishable foods
- ⊕ Make arrangements for truck rental and moving help.
- ⊕ Buy Packing Supplies
 - Boxes
 - Bubble Wrap
 - Tape
 - Packing paper
 - Markers
- ⊕ Start Packing Boxes. Mark boxes clearly as to content and room to be placed in.

B. Two Weeks Prior To Move

- ⊕ Pack vital documents in one place
 - Passports
 - Mortgage Records
 - Marriage License
 - Birth Certificate
 - Insurance Papers
 - School Records
- ⊕ Arrange to disconnect your utilities
 - Cable
 - Electric
 - Gas
 - Internet
 - Telephone
 - Water
- ⊕ Arrange to connect utilities at your new residence
 - Cable
 - Electric
 - Gas
 - Internet
 - Telephone
 - Water
- ⊕ Make arrangements for Cleaning
 - Transfer insurance coverage

C. One Week Prior To Move

- Drain all flammable items
- Lawn equipment gas
- Paint
- Aerosol cans
- ⊕ Keep packing those boxes
- ⊕ Plan what to take in the car with you
 - Toys and games for kids
 - Special fragile items
 - Important documents
 - **“Open Me First Kit”** (see next page)

D. One Day Prior To Move

- Defrost and clean the refrigerator
- Remove curtains
- Pack current phone book for future reference
- Clean the stove
- Prepare simple breakfast for the next day

E. Moving Day

- Strip the beds
- Get all keys together
- Move boxes into moving truck with back of house items packed last.
- Check all rooms one last time. Remember:
 - Closets
 - Cupboards
 - Garage
 - Attic

The 'OPEN ME FIRST' Kit:

Prepare for the first night in your new home by **packing the essential items in a separate bag** and carrying it with you. If you are too tired to unpack, it will prove to be indispensable.

Kitchen Supplies

- Snacks
- Bottled Water
- Plastic plates, cups, utensils
- Can opener
- Paper towels/Napkins
- Trash Bags
- A knife

Toiletries

- Toothbrushes and tooth paste
- Soap and shampoo
- Toilet paper
- Contact lens solution
- Towels
- Hygiene products
- Prescription medications
- First aid kit
- Tools

Other Items You'll Need

Tools

- Flashlights
- Candles/matches
- Screwdrivers
- Pliers
- Scissors
- Hammer
- Light bulbs

Clothing

- Enough clothing for two days
- Sleeping bags or blankets

Children's Items

- Baby food
- Diapers
- Favorite toy

Pet Items

- Food and treats
- Bottled water
- Medication