

Moving Plan Checklist

5MinutesForMom.com/MovingTips

7 - 8 Weeks Before Move

- Decide whether or not you'll hire a moving company or Do It Yourself.
- If hiring movers, get estimates from moving companies. Otherwise get estimates from truck rental companies.
- Take inventory of major items in your home.
- De-clutter your house. Sell or donate anything you don't need.
- Start planning the layout of your new home – make a floor plan and mark where each piece of furniture will go.
- Start a file for move related paperwork such as contracts and invoices.
- Familiarize yourself with your new area and find new school, doctor, dentist etc.
- Plan school changes for children and arrange transfer of school records.
- Arrange for any necessary work on your new house and contact painters, carpenters, roofers, plumbers, locksmiths, gardeners etc.
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6 Weeks Before Move

- Book a moving company or truck rental. Get written confirmations.
- Coordinate your moving team, which might include asking friends or family to help.
- Locate all personal and legal documentation for each family member including: birth certificates, passports, insurance, medical, dental and academic records.
- File change of address with the Federal Government.
- Make plans to move bank records and safety deposit boxes.
- Start collecting packing supplies such as boxes, bubble wrap and packing paper.

- Book any needed travel or hotel accommodation.
- Arrange child and/or pet care for moving day and any special pet transportation.
- Take measurements at new house and ensure large furniture will fit in the rooms and through the doors and hallways.

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4 - 5 Weeks Before Move

- Schedule disconnection of current services and connection at new home, including: Internet, Landline Phone, Mobile Phone, Gas, Electricity, Water, Cable and/or Satellite
- Complete change of address cards at Post Office and set up mail forwarding.
- Give change of address information to your employers, banks, credit card companies and other businesses.
- Contact insurance company to transfer coverage to new home.
- Transfer medical and dental records.
- Get valuables and antiques appraised.
- Get all packing supplies ready including boxes, bags, labels and markers.
- Start packing. (Refer to packing tips and order of packing checklists.)
- Start taking apart furniture that you don't frequently use.
- Prepare any items that require special moving care.
- Try to use food from your pantry and freezer.
- Check if a moving permit (for apartments or condos) is required.

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2 - 3 Weeks Before Move

- Pack precious items in a special box to bring with you on moving day (not with moving company.)
- Make list of important contacts, account numbers and passwords.
- Collect important paperwork such as birth certificates in a file to bring with you.
- If necessary, arrange with your employer to be off of work on moving day.
- Inform friends and family of change of address.
- Cancel or change address for any regular deliveries such as newspapers.
- Arrange extra storage if necessary.
- Return library books.
- Transfer prescriptions to new pharmacy and ensure you have enough medication on hand.
- Properly dispose of items that are unsafe to move such as paints, propane or other flammables.
- Pick up any dry-cleaning
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Week Before Move

- Pack an "Open Me First Box" with essentials you'll need on the first night in your new home including pajamas, clothes and medications for all family members. Refer to Packing Tips Checklist for complete "Open Me First Box" packing list.
- Finish packing.
- Do a deep cleaning and vacuuming of your house. Consider washing your carpets.
- Confirm moving day care and transportation for kids and/or pets.
- Print out several copies of your new address and directions to have on hand on moving day.
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Day Before Move

- Make sure all boxes are clearly marked and ready to move.
- Defrost fridge and freezer, and give a final clean.
- Disconnect and prepare major appliances for the move.
- Confirm arrival time of moving company or pick-up/drop-off time for moving truck.
- Confirm transportation and/or hotel accommodation.
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Day of Move

- If children are going to school, daycare or a babysitter, drop them off.
- Make note of all utility meter readings.
- Strip bedding and put it a box to open immediately upon arrival.
- Give house a final clean and vacuum.
- Ensure nothing is left behind.
- But leave some toilet paper and paper towels. Just to be nice.
- Lock all doors and windows and turn off all switches.
- Give keys to your real estate agent or the new owner.
- Make sure you have the keys to your new home with you.
- Ensure you, your family and moving team have food and beverages throughout the day.
- Pay moving company, truck driver or other workers and have cash on hand for tips.
- In your new home, vacuum first then set up and make your beds.
- Celebrate with a good sleep.
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