

THREE/FOUR WEEKS PRIOR TO MOVE

Begin packing non-essential items - label boxes by room and contents

Create an inventory list of items and box contents including serial numbers of major items. Use this as an opportunity to update your home inventory

Separate valuable items to transport yourself - label as: **DO NOT MOVE**

Keep a box out for storing essential tools that you will want to keep with you on move day - label as: **TOOLS / DO NOT MOVE**

Fill out a Change of Address form at the United States Post Office or online

Provide important contacts with your new address:

- Employers
- Family & Friends
- Attorney
- Accountant
- Insurance
- Credit Card Companies
- Others

Cancel automated payment plans and local accounts/memberships

Schedule a tune-up for your vehicle/s

Dispose of flammables such as paint, propane, and gasoline

Try and use up perishable food

Make sure your prescriptions are filled

Empty out your safe deposit box, secure those items for safe travel

Schedule cancellation of services

- Newspaper
- Housecleaning
- Lawn
- Pool
- Water Delivery

Inspect furniture for damages - note damages on your inventory

Make sure all paperwork for the old and new place is complete

ONE/TWO WEEKS PRIOR TO MOVE

Continue cleaning the house as you are packing

Pack items separately that you will need right away at your new place

Begin to pack your travel suitcases with clothes and personal items for the trip

Confirm all moving details and that you have necessary paperwork

Prepare for the moving expenses (*moving, food, lodging*)

Defrost your freezer and clean the fridge

Make sure essential tools are handy (*screwdrivers, wrench, pliers, tape, etc*)

Pack a bag for water bottles, pen/paper, snacks, documents and essentials

Set aside boxes/items that you are moving yourself - make sure you'll have room

Make sure your movers have the correct new address

Lock the windows and doors, turn off the lights

Use a padlock to secure each moving container

ONE/TWO DAYS PRIOR TO MOVE

Continue cleaning the house as you are packing

MOVING DAY

Remove bedding and take apart beds

Take movers/helpers through the house to inform them of what to do

Walk through the empty place to check for things left behind - look behind doors

Leave your contact info for new residents to forward mail

Take inventory before movers leave, sign bill of lading