



# Moving Checklist



**Just so something doesn't slip through the cracks**

Moving can be a hectic time and no matter how ready you think you are things slip through the cracks. Here is a list you can use in part or in whole depending on your needs. Hope it helps!

## **2 Months or More Out**

### **Start the Purging**

- Go through every room of your house and decide what you'd like to keep and what you can get rid of.
- Start to clean out closets, the garage and attic.
- Sort through the contents of closets, drawers, and cupboards to weed out what you don't want or need.
- Host a garage sale & yard sale. Donate anything that doesn't sell to charity.
- Inventory everything of value you plan to move and determine replacement values for insurance purposes

### **Start Your Research**

- Finalize new home
- If you are moving to a new area, research banks, doctors, and schools. Gather all the proper paperwork you need to set up new accounts.
- Budget for moving expenses.
- Start researching your new community.
- If moving out of town, make travel arrangements.
- Will any of your items require special packing or extra insurance coverage?

### **Contacting Others**

- Make a list of businesses you will need to contact in order to change your address. Don't forget to list your online accounts too.
- Arrange to have veterinarian records transferred.
- Start compiling medical, dental, shot and prescription records.
- Ask doctors for referrals in your new city.
- Obtain copies of medical records for each family member.
- Call your insurance agent to see what changes you need to make to your new policy.
- Contact health clubs, organization, and groups to cancel or transfer memberships.
- Go to your children's school and arrange for their records to be transferred to their new school / arrange enrollment also

## **If Using a Moving Truck**

- Research moving companies with the Better Business Bureau and get recommendations from friends and family who have recently moved.
- Get estimates in writing from at least three licensed moving companies. If possible, have an estimator come to your home to do an inventory.
- Consider extra insurance coverage you may need for your move.
- Start a binder or folder where you can keep all of your moving estimates and moving-related paperwork.
- Create a "move file" to keep track of quotes, receipts and other important information.
- Create a moving binder. Use this binder to keep track of everything—all your estimates, your receipts, and an inventory of all the items you're moving.
- Obtain estimates from several moving companies and choose one.

## **1 Month Out**

### **Continue Purging**

- Get the packing process started by assessing your closets and getting rid of clothing that doesn't fit or you no longer want. When the closets are done, start to assess items room by room.
- Start using items that can't be moved such as frozen foods, bleach, and aerosols (check out do-not-ship items).
- Start to use up food from the refrigerator, freezer, and pantry. Refrain from doing too much grocery shopping or buying in bulk before the move.
- Start packing kitchen items rarely used or not needed in next month

### **Start Packing**

- Begin packing items that aren't used frequently. Seasonal items, rarely used gadgets, and items stored in the garage, attic, etc
- Purchase moving supplies including boxes, packing material, tape, labels, and box cutters.
- Get a box-labeling system in place. Numbered boxes, color-coding by room, and a master list with inventory are key elements.
- Make a room-by-room packing schedule and start packing!
- Plan how you will move valuables and difficult to replace items (certified mail, or carry them with you).
- Arrange storage unit if needed on either end. (especially if selling home and want to declutter)

### **Contacting Others**

- Get the word out to friends and family members that you're moving. Send them an e-mail with your new contact information or consider sending a moving announcement.

- Put in for vacation time at your job for the days surrounding your move and schedule a babysitter if needed.
- Contact health clubs, organization, and groups to cancel or transfer memberships.
- Go to post office for Change of address forms
- Start to set up new utilities (don't forget alarm company if you have one or will get one)

**If Using a Moving Truck**

- Pinpoint your move date.
- Reserve your Moving Truck (Van or Company)
- Select a company and get written confirmation of your moving date, costs, and other details.

**1 – 2 Weeks Out**

**Continue Purging**

- Make a "survival closet" of things you will need for the final clean-up and include a snack for the last day.
- Continue to pack and label boxes
- Gather valuable paperwork, jewelry, and small family heirlooms. Keep these special items separate from your moving boxes and make a plan for transporting them by hand or via a trackable shipping service with insurance.
- Make travel arrangements for your pets.
- Put copies of pet medical and immunization records in your move file
- Plan how to transport your plants
- Dispose of flammables, corrosives, and poisons. R
- Plan meals for the last weeks to use up your food.
- Pack an essentials box to keep with you during the move.
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.
- Drain water hoses and waterbeds.
- Clean out your safe-deposit box.
- Clean rugs and have them packed for moving.

**Contacting Others**

- Start to Mail off new address cards (don't forget magazine subscriptions)
- Cancel newspapers, cable TV, security, pest control, cleaning help, lawn maintenance and any other services you receive.
- Take your car to a garage, and ask the mechanic to consider what services might be needed if you're moving to a new climate.
- Confirm travel arrangements, if needed.
- Utilities to line up at new home / shut off current
  - Electric
  - Water
  - Gas

- Telephone
  - Cell phone
  - Cable/Satellite and internet
  - Sewer
  - Trash Collection
- Put together a packet for the new owners of your home with any warranties, vendor recommendations, and a note with your contact information in case they have questions or need to forward you mail.
- Notify friends and family of your new address and phone number with a free Moving Notice.
- Arrange to be off from work on moving day.
- **If Using a Moving Truck**
  - Do an inventory of high-ticket items and videotape or photograph these items. Note any existing scratches, dings, or damage to your furniture.
  - Contact the moving company and confirm dates to be safe
  - Arrange payment or deposit for movers.
  - Get cash to have on hand to tip movers.
  - Write directions to your new home for the moving company, confirm delivery date, and give them your numbers

## **Move Week!**

- **Finalize Packing / Cleaning**
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  - Clean the stove.
  - Clean the refrigerator, defrost freezers and dry.
  - Get enough cash to tide you over.
  - Final Donation Trip or last yard sell
  - Back up all computers and how you will move them
  - Hire a cleaner post move unless you plan to detail clean yourself
  - Fill any prescriptions you will need during the move.
  - Check every room and closet one last time to make sure nothing is left behind.
  - Lock windows, turn off lights, close doors, and take a final tour after the movers have finished to ensure nothing missed
- **Contacting Others**
  - Kids Enrolled in New School
  - Mail in your change of address forms.
  - Say goodbye to your neighbors!
  - Pay any bills that might get missed
  - Pick up any mail being held at the local post office
  - Leave a note with your new address so that future residents can forward stray mail.

### **If Using Moving Truck**

- Check in with your moving company one last time and confirm that everyone is on the same page. Reconfirm the moving-day arrival time as well as cell phone numbers and last-minute details.
- Be familiar with our packing and loading tips and personally supervise hired labor.
- Reconfirm the moving company's arrival time and other specifics and make sure you have prepared exact, written directions to your new home for the staff.
- If you haven't already arranged to pay your mover with a credit card, get a money order, cashier's check, or cash for payment and tip. If the staff has done a good job, 10 to 15 percent of the total fee is a good tip.
- Accompany the mover as he or she inventories your possessions and makes condition reports.
- Sign the bill of lading (ensure that the address and phone number are correct) and inventory

### **Post Move**

- Get a new driver's license and automobile tags, register to vote, etc.
- Contact the local paper for a new subscription.
- Are Kids enrolled in new school
- Keep all receipts and documents in your move file and store it in an easy-to-remember location.
- Enjoy your new home!

### **Key Maricopa Phone Numbers**

- Electric: ED3 / Electric District Number 3 – (520) 424-9021
- Water: Global Water Company/ Santa Cruz (520) 568-4452
- Gas: Southwest Gas – 800-428-7324
- Trash Services: Maricopa Disposal Services (520) 568-4020 / Waste Management of AZ (602) 268-2222
- Phone / Cable Companies: Orbitel Communications 800-247-1566 / Centurylink Communication 800-244-1111

***Good luck on your move! Enjoy your new home!***