

Move Checklist



A multitude of details must be addressed during a move. Organization is the best way to ensure that nothing “falls through the cracks”. Below is a checklist to help keep your moving tasks on schedule. Extra space is provided to add any personalized tasks. Referring to this checklist often and keeping it updated will ensure you are well prepared for your move.

Four to Eight Weeks before the Move:

- If applicable, give written notice of lease termination to landlord at least 30 days prior to move.
- Go through your home and garage; determine items you no longer want. Give them to charity or have a garage sale.
- Give post office new address and date of move. Mail Change of Address cards to magazine, credit card and loan accounts, friends, relatives, etc.
- Obtain school records for each child.
- Select a moving van line. If doing so over the summer months, it is wise to give as much notice as possible.
- Check with your insurance agent about coverage for the move and transfer of policy(s) to your new home.
- Discuss the move with your children. While any move can be upsetting for them, advance notice of a move will help ensure successful adjustment.
- Obtain medical, dental and veterinary records, eyeglass prescriptions, x-rays, etc. Ask doctor for recommendations and arrange for records to be forwarded to new provider.
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Two to Four Weeks before the Move:

- If moving out of state, secure cash and traveler’s checks for living expenses in your new area until you can arrange banking services.
- Start packing any items that will not be used prior to the move. This includes out-of-season clothes, sporting goods, etc.
- Make travel plans. Have your car inspected and serviced. Make hotel reservations, if needed.
- Have clothing, rugs, etc. cleaned for the move.
- Return items you have borrowed and collect things you have loaned. Return library books, movie rentals etc.
- Obtain driver’s training manual, driver’s license and car registration requirements from new location if moving out of state.
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One to Two Weeks before the Move:

- Advise all financial institutions on the "Address Notification List", on the following page, of your new address.
- Make arrangements to have final readings of utilities and have them disconnected or switched to the new owner.
- Properly dispose of all flammables and hazardous household waste (paint, oil, batteries, etc). Drain your lawnmower and motorcycles of gasoline, etc.
- Confirm your telephone, cable TV and Internet service disconnect and transfer date with the applicable providers.
- Cancel newspaper and other home deliveries.
- Pick up items from cleaners, shoe shop, tailor etc.
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A Few Days before the Move:

- Empty and defrost your refrigerator and freezer; allow them to air out for at least 24 hours.
- Set things aside that you will need to take with you. Pack suitcases and confirm hotel reservations.
- Contact utility and telephone companies in the new location to confirm receipt of deposits and service start dates.
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On Moving Day:

- Have an adult check off items as they are loaded on the van. Immediately advise your van line contact of damage (to walls, doors, ceilings, etc.), done by movers.
- Double-check closets, shelves and drawers to be sure they are empty. Make sure windows are closed, lights are out and doors are locked.
- Carry currency, jewelry and important documents yourself.
- Obtain new driver's license if moving to a new state. If moving intra-state, notify licensing bureau of address change.
- Contact doctors, dentists, etc. and arrange to interview them; transfer your records.
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When You Arrive:

- Make sure utilities are on and heating and air conditioning systems are operating.
- Check that appliances are properly installed and functioning.
- Call the telephone company for additional phone line installation, if needed
- Open new savings and checking accounts and secure a safe deposit box.
- Start home deliveries such as newspaper, etc.
- Send and/or deliver student records to new school.
- Register car(s) if moving to a new state.
- Unpack, relax and enjoy your new home.
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Address Notification List:

- Driver's License
- Car Registration
- Voter's Registration
- All Magazines and Periodicals
- Checking and Saving Accounts
- Homeowners Insurance
- Auto Insurance
- Life Insurance
- Brokerage Accounts
- Mutual Fund Accounts
- IRA & 401(k) Accounts
- Finance Company and Car Loan
- Airline Frequent Flyer Programs
- Clubs and Organizations (alumni, religious, etc.)
- Credit Cards: _____

