

Moving Checklist



When You Are Ready to Start the Moving Process

- Book shipment of household goods** as early as possible. Have an alternate pick-up date in addition to primary date.
- Discuss moving options** with your family.
- Arrange for child care** at your new location, if required.
- If you wish to purchase a home**, contact your Relocation Consultant for recommended realtor and potential cash rebate.
- If you own a home**, contact your Relocation Consultant for home sale real estate assistance and potential cash rebate.
- If you are buying a home**, most areas require you to have pre-approval from a lender. Consider financing through Prosperity Home Mortgage by visiting prosperityperks.phmloans.com
- If you are currently renting**, review your lease expiration date and any early termination clause.
- Begin tracking moving expenses** for income tax purposes. Start a file for receipts.
- Plan for any special moving needs** (infant, elderly parents, pets, etc.).

9 - 12 Weeks

- For employed family members**, update resumes and begin job search.
- Make medical, dental, and optical appointments and update immunizations.** Review homeowners/renter's insurance policy to understand coverage for any damage or personal injury.
- Make a list of people and organizations you need to notify** (IRS, doctors, dentist, magazines, investment counselor, insurance company, credit cards, schools, church, and friends).
- Obtain change of address kit** from U.S. Post Office or go to moversguide.usps.com

6 - 8 Weeks

- Begin planning for temporary living** arrangements, if necessary.
- Plan route of travel** to the new location.
- Plan and make a house hunting trip**, if possible.
- Talk to your insurance company** regarding insurance in your new location.
- Schedule transfer of school records** and ask for letters that could help with establishing your child in a new school.
- Schedule furniture pick-up and delivery** dates (and storage if needed).
- Confirm who will move** household goods.
- If shipping a vehicle**, confirm who will transport car.
- Confirm which items movers will not move** (flammables, liquids, firearms, alcoholic beverages, etc.) and make arrangements to ship separately or dispose.

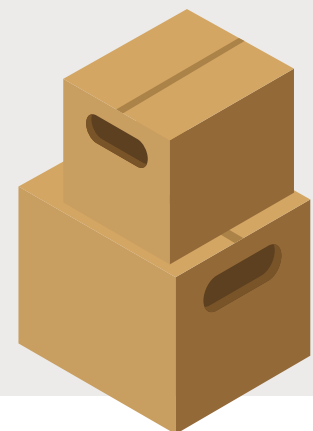


4 Weeks

- For employed family members, give termination notice** to employers and ask for a reference.
- Notify utility companies** to terminate service on the day after move-out. Have final bills sent to new address.
- Order all utility and internet connections** for your new home. Contact [HomeServices Relocation](#) to enroll in FREE utility concierge services for utility, security and DMV set up services.
- Arrange to pick-up or electronically transfer medical records** to new location.
- Plan a going away party.**
- If you have a land line, ensure phone is connected** the day before scheduled move-in.

2 Weeks

- Return any borrowed items** and retrieve all loaned items.
- Dry clean clothes.**
- Arrange child/pet care** on move-in day at new home.
- Pick-up medical and dental records.**
- Update pet immunizations** and licenses.
- Tag all items going into storage.**
- Pack special care items** and leave open for movers to inspect.
- Service your vehicles.**
- Decide where you will spend your last night** in current location.
- Arrange trash collection** and recycling service in new location.



1 Week

- Drain oil and gas** from your power equipment.
- Service appliances** for shipment.
- Remove window air conditioners.**
- Pick-up dry cleaning** and items sent out for repair.
- Cancel all deliveries** (mail, newspaper, trash, garbage, etc.)
- Arrange for childcare and pet care** on moving day.



2 Days

- Clean out refrigerator.** Draw down food inventory and throw away perishable food.
- Set aside cleaning materials** for cleanup after packing and loading.
- Remove pictures and mirrors** from walls.
- Confirm arrival time of van line.**



1 Day

- If you have children, pack a small bag** with their favorite items and toys to bring on the trip and to play with while you pack.
- Clean house** as much as possible before movers arrive.
- Make sure you have small zip lock bags on hand** to pack small items or hardware from disassembled furniture.

Move-Out Day

- Make sure that all key people have your cell number.** Provide driver with your in-transit phone number and phone number at new location.
- Remove bedding** and label box "Load Last – Bedding."
- Place towels, fresh soap and toilet paper in box** and label "Load Last – Toiletries."
- Pack your luggage and anything you are taking with you in your vehicle.** Lock valuables and personal records in vehicle trunk.
- Work with movers as they pack;** remember you can make notes on inventory records.
- Read the bill of lading carefully** before you sign it. Keep bill of lading with you in transit.
- Make a final inspection of your home** for items left behind before the movers depart.
- Confirm delivery address** of your new home with the driver.
- Clean house** after mover departs.
- Give keys, garage door remotes and alarm codes** to new owner.

Move-In Day

- Clean house as much as possible** before the movers arrive.
- Review your floor plan** so you can tell movers where to place furniture.
- Check off each item** on the carrier's inventory list.
- Note any damage** as goods are unloaded/unpacked.
- Have movers set up bedrooms first** and then the kitchen.
- Movers will remove cartons on move-in if you request.**
(Check if there is any additional charge for this.)
- Signing the Inventory Sheet acknowledges the receipt of all items listed** – make sure you note any damaged or missing items.



After Move-In Day

- Forward new address and phone number** to friends and family.
- Locate schools, post office, grocery stores,** fire station, hospitals, police and gas stations, dry cleaners, banks/ATMs etc.
- Take time out to do something fun with family** during first week (go to a museum, zoo, park, pool, beach, golf, sporting event, etc.).
- Provide new dentist and doctor** with your medical records.
- Update your driver's license and auto tags.**
- Notify insurance companies** of new address.
- Register to vote.**
- File claim for any damage or lost items** with the van line's claims department.

Notes: