



Relocation and Moving Check List

This comprehensive Moving Checklist was designed to help you stay on track leading up to during and after your moving day. Even with a long to-do list moving doesn't have to be stressful! With this easy moving checklist you will be on your way to the most relaxed move you've ever made!

8 WEEKS BEFORE YOUR MOVE

- Start collecting estimates from moving companies
- Budget for moving expenses.
- Create a "move file" to keep track of quotes receipts and other important information.
- Start researching your new community.

7 WEEKS BEFORE YOUR MOVE

- Start compiling medical, dental, shot and prescription records.
- Ask doctors for referrals in your new city.
- Arrange to have school records and veterinarian records transferred.
- Gather copies of legal and financial records.
- 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.

6 WEEKS BEFORE YOUR MOVE

- Plan how you will move valuables and difficult to replace items (certified mail or carry them with you).
- Begin purging your home. Separate items into those you will keep, donate or discard.
- Plan a garage sale.
- Start using items that can't be moved such as frozen foods, bleach and aerosols

5 WEEKS BEFORE YOUR MOVE

- Order boxes and moving supplies.
- Begin packing items you don't use often.
- Clearly label each box with its contents and the room it is destined for.
- Pinpoint your move date.
- File a change of address with the Postal Service or ask them to hold your mail at the post office in your new city



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4 WEEKS BEFORE YOUR MOVE

- Reserve your move online or by calling your moving company
- Notify these utility services of your move (both at your old and new locations):
 - Electrical
 - Water
 - Telephone
 - Gas
 - Cell phone
 - Cable/Satellite and Internet
 - Sewer
 - Trash Collection
- Make travel arrangements for your pets.
- Put copies of pet medical and immunization records in your move file.
- Host a garage sale.

3 WEEKS BEFORE YOUR MOVE

- Plan how to transport your plants they cannot be moved in the trailer or Relocation Cube.
- Dispose of flammables, corrosives and poisons. Read the Do Not Ship List for a comprehensive list.
- Have your automobile serviced.

2 WEEKS BEFORE YOUR MOVE

- Notify these professional services of your move:
 - Accountant
 - Attorney
 - Doctor
 - Dentist
 - Financial Planner
 - Health Insurance Provider
 - Insurance Agent
 - Schools



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2 WEEKS BEFORE YOUR MOVE

- Notify these services/accounts of your move:
 - Auto Finance Company
 - Bank/Credit Union/Finance Companies O Credit Card Companies
 - Exterminator
 - Health Club
 - Home care service providers lawn exterminator, snow removal etc.
 - Laundry service
 - Magazines
 - Monthly memberships (Netflix, book of the month, etc.) O Newsletters
 - Newspapers O Pharmacy
 - Store/Gas Charge Accounts
- Notify these government offices of your move:
 - City/County Tax Assessor
 - State Vehicle Registration
 - Social Security Administration
 - State/Federal Tax Bureau (IRS)
 - Veterans Administration
 - Confirm travel arrangements for pets and family.
 - Confirm parking for your moving trailer or moving container
 - Obtain Permits if needed.
 - Plan meals for the last week to use up your food.
 - Assemble a folder of important info about your house for the next home owner



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1 WEEK BEFORE YOUR MOVE

- Review your moving plans with your moving consultant. Email or call with questions.
- Contact your bank or credit card company if you are planning to pay for your move by debit or credit card.
- Print two copies of your bill of lading (BOL) to keep in your move file.
- Notify friends and family of your new address and phone number with a free Moving Notice.
- 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.
- Measure furniture and doorways to determine if larger pieces will fit through the door.
- Empty and defrost refrigerator at least 24 hours before the move.
- Fill any prescriptions you will need during the move.

MOVING DAY

- Be familiar with our packing and loading tips and personally supervise hired labor.
- Place carpet, floor and door frame protectors throughout your home.
- Load goods in a pre-designated order, saving "last load" items for the rear of your shipment.
- Check every room and closet one last time to make sure nothing is left behind.
- Call the local ABF terminal to have your loaded moving trailer or Relocation Cube picked up.
- Leave a note with your new address so that future residents can forward stray mail.

MOVING IN CHECKLIST

- Clean your new home
- Make sure everything is working and make repairs before your moving trailer or Relocation Cube arrive.
- Pick up any mail being held at the local post office.
- Unload your items and begin organizing your new home
- Keep all receipts and documents in your move file and store it in an easy-to-remember location.
- Get a new driver's license and automobile tags, register to vote etc.
- Contact the local paper for a new subscription.
- Enjoy your new home!