

## Moving Checklist & Timeline

*Remember, this information is meant to serve as a guide to help you get organized for your move.*

*While there are many steps and ideas included herein, no list is perfect for everyone's situations. We strongly suggest that you review this information and use it to your best advantage at your discretion. Please see additional disclaimer in footer of each page.*

### As Soon as Your House Goes on the Market:

### Completed:

Purchase packing supplies, (tape, boxes, wrapping papers or plastics, etc.). Buy stickers or red markers to flag fragile packages. Visit our " <a href="#">Packing Tips</a> " webpage.	
Start talking to young children the impending move. Moves to new locations can be traumatic for young children. Preparing them in advance gives the child plenty of time to prepare for the move.	
Start shopping around for a mover (visit our " <a href="#">If Hiring a Mover</a> " webpage). Decide if you want to pack yourself or have professions pack for you (often wise if you want to guarantee that insurance will cover breakage). Generally, two months is plenty of time, though if you planning on moving in the summer months, you might want to start looking 10 weeks in advance to be safe.	
Create a "move" file to keep track of estimates, notes, important information, and receipts – the receipts may be tax deductible. (Call the Internal Revenue Service and request <i>Publication 521: "Tax Information On Moving Expenses"</i> to find out which moving expenses you can deduct, or find it online at their site, <a href="http://www.irs.gov">www.irs.gov</a> . Also, consider consulting a tax advisor.)	
Itemize moving-related costs. Especially when relocating for work, check with employer to find out what moving expenses they will pay.	
Clean and organize all closets, the basement, and don't forget the attic!	
Clean and de-clutter every room in the house, including the garage and basement.	
Pack unused items that you plan to keep. Label each box's contents and store the boxes in a safe but out of the way location where they won't interfere with showings. Download our " <a href="#">Box # and Contents List</a> " on our " <a href="#">When Moving</a> " webpage.	
Donate unneeded items to charity or start thinking about planning a yard sale to get rid of them. If you donate, be sure to get a receipt for income tax purposes.	
Contact a REALTOR <sup>®</sup> in your new locale/country so that they may begin to search for your new home or rental property.	
If you are moving internationally, research the financial situation in your new country. Open a new bank account and change your currency if necessary.	

### As Soon as You Know a Moving Date:

### Completed:

If you are hiring movers, get price estimates and a list of services. Place your order when you know you have a firm move date. <i>Tip:</i> Book well in advance as key times of the year can be very busy.	
Draw out a floor plan of your new home and start deciding which function each room will serve. Use decorating charts and grids to place furniture to scale in each room and decide which furniture to move, which to get rid of (yard sale!), and which to replace or add.	
Make sure your passport is current and valid. If you don't have one, be sure to get one well in advance.	
Contact the consulate for the country you are moving to ensure that you have all proper paperwork prepared and available.	

### Two months before you move:

### Completed:

Interview and get estimates from at least three (3) moving companies. Ask about their conditions (is it guaranteed not to exceed a certain amount? Etc). Begin budgeting for moving expenses.	
Ask for each moving company's Motor Carrier # and call US Dept of Transportation to find out if they are properly registered and insured.	

**Two months before you move:** *(continued)*

**Completed:**

Check moving company references and check on past problems with the Better Business Bureau. Make sure your chosen moving company gives you a copy of "Your Mover's Rights and Responsibilities".	
Consider purchasing extra insurance from your moving company in case of accidents while moving. Check your home insurance – make sure you have coverage from the day you move in to your new home.	
Begin gathering boxes, tape, bubble wrap, newspapers, garbage bags, and markers for packing. Visit our " <a href="#">Packing Tips</a> " webpage.	
If you plan to drive to your new home, gather maps and directions. If you're flying, be sure to book your flight, hotel, and rental car in advance.	
Start researching your new community. The Internet is a great resource for finding online community guides and newspapers. Moving to northern Fairfield County? Start right here at <a href="http://www.nfcар.com">www.nfcар.com</a> !	
Put all your important papers (insurance, health records, wills, etc.) in a safe place. Do not pack these – take ('carry') them with you.	
Contact your new Chamber of Commerce for their new resident packet.	
Read up on moving tips and topics at our " <a href="#">When Moving</a> " webpage.	

**7 Weeks Before Moving:**

**Completed:**

Inventory time: Make final decisions on what to move, sell, or donate to charity.	
Submit a " <a href="#">Change of Address Form</a> " (PS Form 3575) to the US Post Office. They will send a notice to your old address confirming the receipt of your change of address.	
Notify subscriptions, stores, organizations, friends and family, banks, insurance companies, credit card companies, past employer(s) (for W2 forms) of your change-of-address. Download our " <a href="#">Change of Address Checklist</a> " at our "When Moving" webpage. If you are unsure of your new address will be, ask the postal service to hold your mail in their office in your new city.	
Start pulling together medical and dental records – including prescriptions and shot records. Ask your existing doctors if they can refer you to a care provider in your new city.	
Arrange to have school records transferred to your children's new school district and/or daycare.	
Begin search for good healthcare professionals in your new location.	
Get copies of any legal and financial records you need.	
Call your insurance agent to see what changes to expect in your policies for changing states. Ask if moving is covered and arrange for insurance for your new home. If moving out of the county, research insurance options in your new country. Your present insurance may or may not be valid after you move and you may need to buy new insurance in your new country.	
Contact health clubs or other organizations you have joined about your move. Ask how you can end, sell, or transfer your membership.	

**6 Weeks Before Moving:**

**Completed:**

Keep packing if you're doing the work yourself. If movers will pack you, ask the moving company for advice on the best ways to prepare.	
Make a list of things that are valuable or difficult to replace. Plan on shipping these by certified mail or carry them with you.	
Make a list of friends, relatives, and businesses that need to be notified of your move.	
Contact people who work for you on a regular basis, such as pool maintenance companies and gardeners, to cancel their services. Leave their business cards for new owners.	
Think about subscribing to the newspaper in your new hometown to start learning about events and the local culture.	

**6 Weeks Before Moving:** *(continued)*

**Completed:**

Place reference manuals for major appliances in a kitchen cabinet or drawer where new owners will find them. Label extra keys and place in the drawer.	
Start to use things that can't be moved, such as frozen foods, bleach and aerosol cleaners. Please review our " <a href="#">Items You Can't Pack or Store</a> " webpage.	

**5 Weeks Before Moving:**

**Completed:**

If you're moving yourself, check moving truck rental prices and reserve a truck.	
Start collecting boxes and other packing supplies. Get cartons and packing materials to start packing now, unless you have packing services.	
Make an inventory of everything to be moved. Make note of all furniture items' condition: dents, scratches, and tears.  Taking inventory of your belongings will also be helpful in the event you need to file an insurance claim later. If possible, take pictures or videotape your belongings. Record serial numbers of electronic equipment.	
Reserve your moving truck or trailer. "Drop off" should be set for at least two business days prior to your move date. (This will be the day you receive your trailer and have it left for loading.) Try to take advantage of the lower rates offered usually Tuesdays through Thursdays and during the first three weeks of the month. Keep in mind that reservations are based on availability. Also, movers have ramps for rental that you can reserve at the time of reservation – inquire if needed. If you will need other loading equipment, make those reservations also.	
Plan ahead for parking. Remember – if you will be receiving a 28 foot commercial trailer (which will require a 14 foot overhead clearance), you may need your reserved space for up to two business days and should contact your property manager or local authorities to ensure you will be complying with any rules or restrictions.	
Plan for short-term or long-term storage at destination if needed.	

**4 Weeks Before Moving:**

**Completed:**

Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the water or gas company, request your refund.	
Cancel or transfer mobile and telephone numbers, as well as internet connection. Keep in mind that you may or may not be able to keep your current email address, depending on the service provider.	
Contact veterinarian – verify that your pets are up-to-date on required vaccinations. Also, collect copies of pet records and certificates and keep them with your other important files when moving. If you know your new location's veterinarian, arrange for pets' records to be transferred.	
Make travel arrangements for your pets. Do not forget to include their necessary medical and immunization records. Find out what is the procedure if traveling by plane with pets.	
Advertise and host your yard sale.	
Have all family members complete their health checkups. While at the doctors' offices, complete collecting medical and dental records, x-rays, and prescription histories. Remember to ask your doctors and dentist for referrals and transfer prescriptions.	
Back up important computer files - do not pack these if you don't have to (carry them with you).	
Begin packing items that you aren't using. (" <a href="#">Box # and Contents List</a> ") and keep track of what needs to be done.	
Fill out an IRS change of address form.	
Transfer memberships in churches, clubs and civic organizations.	

**4 Weeks Before Moving:** *(continued)*

**Completed:**

Transfer or open a bank account at your new location, or, if you're staying in the area, order checks with your new address.	
Check into the laws and requirements of your new city regarding home-based businesses, professional tests, business licenses and any special laws that might be applicable to you.	
Start using up food items, so that there is less left to pack and possibly spoil.	

**3 weeks before move:**

**Completed:**

Fill / refill any prescriptions or medications you will need for the next couple/few weeks.	
Make sure all library books have been returned, rented DVDs, etc.	
Collect everything you have loaned out and return everything you have borrowed.	
Be sure all dry cleaning or items out for repair have been picked up. Pack up delicate fabrics in protective wrappers.	
Contact your utility companies on both ends of the move to confirm order dates for termination or turn-on.	
Decide if you will keep your plants or give them away. Remember plants cannot be loaded with your other household goods. Visit our " <a href="#">Moving with Plants</a> " webpage.	
Dispose of flammables, corrosives and poisons. (" <a href="#">Items You Can't Pack or Store</a> ")	
If driving your car, make sure you have the spare tire and jack; have your automobile(s) serviced.	
Prepare auto registration to be transferred.	
If you are moving into or out of an apartment, arrange to use the elevator on your move day.	
If you can at this time, have a phone line installed at your new home, and call for services such as cable, electric, etc.	

**2 Weeks Before Moving:**

**Completed:**

Call utility companies and arrange for meter readings on the day of closing so that all services after that date are the responsibility of the new owner. (The new owner should also notify utilities of the switchover and set up new accounts.) Have utilities disconnected at closing if the new owner does not establish accounts.	
Arrange to discontinue your telephone service on the day of closing. Give your cell phone number or another contact number to everyone associated with the move and real estate closing, just in case they need to reach you after the home phone has been disconnected.	
Stop auto delivery of propane gas or fuel unless it is really needed.	
Confirm your arrangement to disconnect your satellite or cable TV coverage.	
Schedule a cancellation date or new address for newspaper deliveries.	
Start an "essentials" box or two – all the things you'll need immediately after you unload at your new location, such as toiletries, a broom, towels, sheets, blankets, a change of clothes and 'night ware'.	
Remove all jewelry and other valuables to a safe deposit box or other safe place convenient for your move to prevent loss during move.	
Check into storage options for those items you cannot move immediately and may need to store temporarily.	
Find a cleaning service that will do a final clean of your home.	
Pick up traveler's checks or cash for "on the road" expenses.	
Reconfirm parking for your truck or trailer, if applicable / necessary.	
Don't forget to plan ahead for truck or trailer parking at the new home as well!	
Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.	

**2 Weeks Before Moving:** *(continued)*

**Completed:**

Assemble a folder of important information about the house for the new owner of your home. Leaving behind menus from local restaurants are helpful to them as well.	
Pack your vital documents in one place: Passports, military records, mortgage records, marriage license, birth certificates, vehicle titles, stock certificates, insurance papers, bank records, school records, medical records, tax records, pet records, etc.	
Cable - return box if necessary	
Make childcare and pet sitting arrangements for moving day. Give them your moving, destination, and most importantly, your contact information so you may be reached if needed.	

**One to two weeks before you move:**

**Completed:**

Confirm that your closing is still on track and handle tasks required by your closing agent.	
Confirm all your travel reservations.	
Make a "Household Toolkit" for your new home before all your belongings are packed up.	
Finish packing! Be sure to pack a box of personal items you'll need in the first day or so after you arrive in your new home (clothes, medicine, favorite toys for children, etc.). For each member of your household, you'll want to separately pack a few nights' worth of clothes, bedding, toiletries, etc. And dishware for meals. Remember that it will take you some time to UNPACK on the other end!	
Arrange for help on moving day.	

**1 Week Before Moving:**

**Completed:**

Confirm moving and delivery dates with movers or check your truck reservation.	
Finish packing and prepare an "essentials" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.	
Clean each room thoroughly as you finish packing. Don't forget major appliances. Wait to pack your vacuum and other tools necessary for last-minute cleaning on moving day.	
Confirm arrangements to cancel existing homeowner's insurance coverage on the home you are leaving after the closing is complete and you no longer own the property. If there's a delay, call your insurance agent immediately.	
Drain or dispose of all flammable items: gas and oil from your mower, snow blower, and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well. Remember paint and aerosol cans.	
Drain water hoses and waterbed.	
One or two business days before your move, contact your truck or trailer company to confirm a time to receive your trailer.	
Pack a suitcase with the clothes and toiletries you'll need the first day in your new home.	
Plan what goes in the car with you: Toys and games for kids, special breakable items or collections, important documents and records, change of clothes and toiletries for your first day, vacuum cleaner - if you want to clean right away, toilet paper, first aid kit, food kit with bottled water, cereal, bananas, etc.	
If you haven't done so already, be sure to consider purchasing moving insurance if you have valuable antiques and collections.	

**Moving week:**

**Completed:**

Plan to spend the entire day at the house you are moving from. Last-minute decisions must be made by you. Do not leave until after the movers have gone.	
When you receive your trailer, you should receive a copy of your Bill of Lading, or BOL. Look this document over carefully and contact your moving coordinator with any questions or concerns. Make sure the destination address and contact information on your BOL is correct and write in the number of feet taken by your shipment. This is very important, as an accurate BOL ensures an accurate rate.	
Moving company - will they disassemble your furniture? Find out ahead of time.	
Tell packers and/or driver about fragile or precious items.	
Make a final check of the entire house: basement, closets, shelves, attic, garage, every room.	
Double check with driver to make certain moving company records show the proper delivery address for your new house. Verify the scheduled delivery date, too.	
Give driver phone numbers both here and in new community to contact you in case of a problem.	
Lock all doors and windows. Advise your REALTOR <sup>®</sup> and neighbors that the house is empty.	
Pack a special box with other essentials you'll need for the first few days. Make sure to mark this box "Do Not Move" so the movers do not put it on the truck or trailer.	
Organize at least one room in the house for packers and movers to work freely.	
Review the entire list to make certain that you haven't overlooked anything. Check and double-check everything you have done before it's too late.	
Be sure to clean and prepare coolers for refrigerator items and cold beverages for the move.	
Empty, defrost, and clean your refrigerator at least 24 hours before moving day. Place deodorizer inside to control odors. Prepare all appliances for loading.	
If the truck or trailer was dropped off and left for you to pack, call the trailer company when it is ready to be picked up for the move.	

**The day before you move:**

**Completed:**

Take a breather! :-) Then make sure you have money on hand to pay the moving company - they will not unpack without a check. (Check your moving company's payment policies.) Be sure to have enough cash and traveler's checks for your travels.	
Gather any last items that aren't removed from the home (light fixtures, telephones, etc.).	
If renting a rental truck, pick up the rental. Consider renting a hand truck for easy transfer of boxes.	
Keep track of the number of boxes by using our "Box # and Contents List".	
Clean your stove.	
Pack your former town's phone book for future correspondence.	
Get a simple breakfast ready for the next morning.	
Pick up ice and beverages for moving day.	
Check and make inventory of all furniture for dents and scratches, notify moving company of your inventory and compare on final day.	
Take down curtains and curtain rods.	
It is necessary for you to be present when your truck or trailer arrives. You will need to show the driver where you want the trailer parked and sign for delivery. (Again, review your Bill of Lading (BOL). Look this document over carefully and contact your moving coordinator with any questions or concerns.)	
Inspect your truck or trailer for cleanliness and leaks before signing for delivery.	
Measure your space on the trailer so you know where your boundary is. If you need more or less space, you can take it and simply adjust your base rate by your "per foot" charge.	
When the company picks up your trailer, verify the footage with the driver and sign the BOL.	
Check every room, closet, and cabinet one last time before deciding everything is loaded.	
Write "subject to further inspection for concealed loss or damage" on contract when you sign to protect yourself should you find damage while unpacking.	

**The day before you move:** *(continued)*

**Completed:**

Get all keys together. Put in a safe spot.	
Get a good night's sleep – you're going to need it!	

**On Moving Day:**

**Completed:**

Walk through every part of the house to find stray items; open cabinet and closet doors.	
Strip the beds if you haven't done so already.	
Take note of utility meter readings before departing.	
Make sure you have the keys to your new home.	
Show movers around. Make sure your possessions to be moved are inventoried with them.	
Stay with the moving van driver to oversee inventory.	
Load your goods in a pre-designated order, saving "last load" items for the rear of your shipment. This might include your vacuum cleaner or bed sheets.	
Supervise movers as they load, then again at delivery to make sure boxes and other items go to the right rooms at your new home.	
You are ultimately responsible for how your goods are packed and loaded in your trailer. Be familiar with the moving company's packing and loading tips and personally supervise hired labor.	
Always watch for damaged items or damaged boxes. Note all damage on the mover's bill of lading (BOL) and ask the supervising person to sign off on the notation.	
Make sure moving van driver has correct address, phone number and directions. Confirm delivery date with him. Verify that they have the best way to contact you during the move.	
Give a close friend or relative your travel route and schedule so you may be reached if needed. Keep a friend or family member informed of your plans and "whereabouts" in case of an emergency or unforeseen event.	
Check all rooms one last time. Remember closets and cupboards, basement and garage! Make sure all windows and doors are locked.	
Double check closets, drawers, shelves, attic and garage to be sure they are empty.	
Carry important documents, currency and jewelry yourself, or use registered mail.	
Carry traveler's checks for quick, available funds.	
Relax; it'll all be over soon! :-)	
Okay, enough relaxing – stick with your moving people as they inspect your items and fill out the inventory. Make sure all your boxes and furniture is on the truck before you sign the papers.	
Keep the bill of lading (BOL) until your possessions are delivered, the charges are paid, and any claims are settled.	
Before the truck or trailer leaves, take one final look through the house to make certain nothing has been left behind.	
The day after your truck or trailer is picked up call your local terminal to verify charges and to get your "pro" or tracking number. Keep track of your shipment and work with the local terminal to schedule delivery of your trailer.	

**Moving In:**

**Completed:**

You are likely to arrive at your new home ahead of your shipment. Take this time to look things over and to ensure your new utilities have been connected.	
Unpack your essentials box – then try to relax for awhile before you start the big unpacking job.	
If you haven't done so already, consider drawing out your new floor plan and decide where you want furniture and appliances to be placed.	

**Moving In:** *(continued)*

**Completed:**

You must pay the driver before your goods can be unloaded. This is a Federal requirement for interstate moves. Show the driver where you want the trailer parked and sign for delivery. If you are unable to do this, work closely with a friend or representative to accept your shipment.	
When your moving company arrives with your items, be sure to check for any damages and make sure everything is there as it's listed.	
Note on the inventory any damaged boxes or obvious damage to unboxed items before you sign anything.	
Unless you are paying by credit card, have a cashier's check or money order ready for the driver.	
If using a trailer, contact your local terminal to have your trailer taken away after your goods are unloaded. Be sure to remove all debris, leaving only the bulkhead in the trailer.	
Check to see if your mail is making it to your new address or pick up any mail being held.	
Check appliances and systems to ensure all are working properly, and arrange for repairs if necessary.	

**After the Move:**

**Completed:**

Locate the hospitals, police stations, veterinarian and fire stations, pharmacy near your new home.	
Renew your driver's license, auto registration, tags, etc.; register to vote	
Shop around for new insurance policies, especially auto coverage if applicable.	
Revise your will and other legal papers to avoid longer probate and higher legal fees.	
Keep all receipts and documentation in your move file and store the file in a safe place. Be sure to include your Bill of Lading (BOL) and delivery receipt. You'll be glad to have everything in one place at tax time.	
Contact the local paper for a new subscription.	

**Notes:**

**Completed:**


**Remember, if hiring a mover:**

1. Movers must give written estimates.
2. Movers may give binding estimates.
3. Non-binding estimates are not always accurate; actual charges may exceed the estimate.
4. You may request from your mover the availability of guaranteed pickup and delivery dates.
5. You have the right to be present each time your shipment is weighed.
6. You may request a reweigh of your shipment.
7. Movers must offer a dispute settlement program as an alternative means of settling loss or damage claims (though details vary per mover – ask about this). You may request complaint information about movers from the Federal Motor Carrier Safety Administration under the Freedom of Information Act. You may be assessed a fee to obtain this information.
8. You should seek estimates from at least three (3) different movers. You should not disclose any information to the different movers about their competitors, as it may affect the accuracy of their estimates.

**Remember, this information is meant to serve as a guide to help you get organized for your move. While there are many steps and ideas included herein, no list is perfect for everyone's situations. We strongly suggest that you review this information and use it to your best advantage at your discretion.**

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