COMMERCIAL MOVING & LOGISTICS
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# THE ULTIMATE MOVING CHECKLIST

## 2 MONTHS BEFORE MOVING

- ☐ Create a Moving Binder. This can be a physical binder, or Google Drive folder! This is where you'll keep all your to-do lists, receipts, contracts and any other files you need for your move
- ☐ Decide on a moving budget
- ☐ Request time off for moving day
- ☐ Plan to get rid of items you don't need
  - ☐ Garage Sale
  - ☐ Donations
  - ☐ Trash
- ☐ Create a Room-By-Room inventory for insurance
- ☐ Research and choose schools and doctors
  - ☐ Request transcripts for your kids, get medical records for the whole family
- ☐ Get updated pet records, find out if you will need to license your pet in your new home
- ☐ Back Up Computers, Files and Photos
  - ☐ Organize and pack financial and legal records, and make sure you have copies in case anything happens to them

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## 6 WEEKS BEFORE MOVING

- ☐ Choose your moving company
  - ☐ Read all contracts before you sign them
  - ☐ Confirm your moving company's DOT number
- ☐ Tell important parties about your move
  - ☐ Request a change of address from the post office
  - ☐ Notify your children's current schools, your doctor and other service providers
  - ☐ Talk to your insurance company, and find out if you need to switch or change your policy
  - ☐ Notify utility companies, tv and internet providers that you will need to stop or change service.
  - ☐ Notify subscription services about your change of address
- ☐ Measure doorways, stairways, and elevators to make sure all your furniture will fit.
- ☐ Order packing supplies, or begin collecting free boxes from friends and local businesses
- ☐ Ask if there are requirements for moving from your landlord
  - ☐ Give them your new address for your safety deposit check
- ☐ Address any important home repairs
- ☐ Have vehicles serviced if you're moving long-distance
- ☐ Label your moving boxes, marking those for fragile items and numbering all the boxes
- ☐ Pack a little bit each day to make packing easier
  - ☐ Start with items you rarely use, such as seasonal decorations!
- ☐ Research your new community
- ☐ Spend time with family and friends, especially if you are moving far away

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## 1 MONTH BEFORE MOVING

- ☐ Reserve your moving date with your chosen moving company
- ☐ Make travel arrangements if flying or staying in a hotel before your move
- ☐ Pack important documents such as birth certificates and passports to keep with you during the move, so they are easy to get to if you need them!
- ☐ Plan out where furniture will be in your new home.
  - ☐ Measure furniture and room dimensions if possible, to create a layout
- ☐ Fill any prescriptions you need and make sure you'll have enough to last until you have a new doctor/pharmacy
- ☐ Transfer your bank and credit card accounts to your new address
- ☐ Set up tv and internet accounts for your new home
  - ☐ Schedule any required installations and a start date
- ☐ Confirm parking options for your moving truck – you may need a permit for moving day.
- ☐ Purchase moving insurance: this will protect your belongings en route!
- ☐ Start the process of enrolling your kids in their chosen school
- ☐ Make a moving day playlist!

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## 2 WEEKS BEFORE MOVING

- ☐ Confirm your move in day with your real estate agent
- ☐ Confirm moving day plans with your moving company
- ☐ Begin packing in earnest
  - ☐ Create a list of the items in each box, and keep it in your moving binder
- ☐ Return library books and anything you've borrowed from friends
- ☐ Collect anything you've loaned to friends, things in storage and anything you have in safety deposit boxes
- ☐ Discontinue regular services like newspaper delivery, trash pick-up and lawn service.
- ☐ Schedule servicing for any appliances that are moving with you
- ☐ Make a moving plan for large items, such as your swing set, trampoline and satellite TV antenna
  - ☐ If you have house plants, decide how they will be shipped
- ☐ Make a "Moving Day Bag"
  - ☐ Include snacks for the drive, clothes, medications, toiletries and any electronics you will need. These will go with you, not on the truck!
- ☐ Confirm the end date for utilities, phone and tv services at your current residence.
  - ☐ Confirm the start date for services in your new home!
- ☐ Cancel or transfer your gym membership
- ☐ Start using up food in your pantry and freezer.
  - ☐ Don't buy much at the store right now; you don't want to have to throw out food on moving day, or pay extra to move nonperishable foods.
- ☐ Arrange for child and pet care during your move to keep them safe and happy
- ☐ Have your mail forwarded
- ☐ Clean outdoor furniture and bring it inside, so it is clean for the move.
- ☐ Have a moving party! Celebrate with friends about this new chapter in your life!
- ☐ **Important:** DISPOSE of flammable items, bleach, cleaning fluids and aerosol cans. DO NOT pack these.
- ☐ **For Social Security Beneficiaries:** change your address for benefits within 10 days of moving by notifying the SSA, the department of Veterans Affairs and the IRS

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## THE WEEK OF YOUR MOVE

- ☐ Use up all your frozen foods, or gift them to family and friends
  - ☐ Clean out your refrigerator. If moving the fridge, defrost and dry before moving day
  - ☐ Donate nonperishable foods that you can't take with you.
- ☐ Take out cash for tipping your moving crew
- ☐ Finish packing everything but the essentials to get you to moving day
- ☐ Confirm your travel plans
- ☐ Say goodbye to neighbors
- ☐ Begin cleaning empty rooms
  - ☐ Double check shelves and closets for any items you've missed
- ☐ Collect keys and garage door openers to give to your real estate agent for the new owners
- ☐ Check the weather for your moving day, and be prepared for rain or snow
- ☐ Take photos of your home for insurance purposes, just in case!
- ☐ Make sure your credit card company knows you are moving. Purchases in a new location can cause your card to be flagged or declined!
- ☐ Pack a suitcase to live out of for the last couple days before the move (and until you've unpacked the rest of your clothes in your new home)
- ☐ Schedule a final walkthrough of your home with the real estate agent
- ☐ Dispose of any debris you are leaving behind
- ☐ Pack outdoor items. Be sure to drain gasoline from any outdoor equipment!
- ☐ Make a "worst case scenario" plan in case your movers run late
- ☐ Pack supplies that you'll need immediately in a separate box to be unloaded first at your new home.
- ☐ Drain your outdoor hose, as well as the hoses for your washing machine and ice maker, if taking appliances with you.

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# THE ULTIMATE MOVING CHECKLIST

## MOVING DAY

- ☐ Check all your boxes, make sure they are properly closed and labeled
- ☐ Double-check your home to make sure you didn't miss anything!
- ☐ Plan to be home when your movers arrive
  - ☐ Check the USDOT number on the side of your moving truck. It must match the number on the contract you signed! This will help you avoid moving scams.
- ☐ Protect your floors and carpets
- ☐ Sign the movers' inventory list and get a copy to ensure that nothing is lost en route.
- ☐ Turn off lights, lock all windows and doors as you leave. If you are renting, drop off your keys with your building manager!
- ☐ Make sure you have your "moving day bag" with enough supplies to hold you over until the unpacking is complete
- ☐ Get to your new home early and check that utilities are connected
- ☐ Make a safe path for movers to navigate
- ☐ Remember to tip your movers!
- ☐ Thank your real estate agent
- ☐ Make your bed, unpack the necessities and take a nap! You did it!!

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## AFTER THE MOVE

- ☐ Try to unpack within 2 weeks of living at your new home. Take it slow, but don't let boxes just sit there!
- ☐ Set up your home security
- ☐ Change the locks if possible
- ☐ Have a housewarming party!
- ☐ Make a note of any immediate home repairs that need to be made
  - ☐ Clean your new home and check the status of your appliances, furnace, pipes and chimney
  - ☐ Consider cleaning the carpets
- ☐ Hang on to receipts from your move and make sure there are no discrepancies in your charges
- ☐ If you've moved to a new state or county, update your:
  - ☐ License
  - ☐ Voter registration
  - ☐ Car insurance, title and registration
- ☐ Get new checks with your updated address!
- ☐ Settle in and get to know your new home and community!
- ☐ Leave a review of your experience with your moving company

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