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Moving Checklist

Moving can be a daunting task with a “to do” list a mile long. This guide is to help you remember all those little items that are often forgotten and to maximize your organization for a seamless transition.

SIX TO EIGHT WEEKS BEFORE MOVING DAY

- Create a moving file, include financial and legal documents you may need during your move
- Compile important documents (medical/dental records, licenses, social security documents, etc.) in a fire-safe container/safe
- Supply childcare with a Notice of Withdrawal and begin process of locating a new childcare services
- Notify the United States Postal Service
- Transfer your child’s school records
- Arrange to transfer your auto insurance
- Cancel/transfer any location specific memberships
- Make a list of the people you will need to notify of your move
- Arrange for hotels, air travel, rental car, and temporary housing, as needed
- Contact the local Chamber of Commerce for a New Resident Package
- Prepare a floor plan of your new home
- Decide which rooms will serve what purpose
- Research and select a moving company
- Find a new physician and dentist in your new town and have records transferred
- Take an inventory of each room in your home
- Purge! Get rid of items you will not move by donation, a garage sale or trash
- _____
- _____
- _____

FOUR TO SIX WEEKS BEFORE MOVING DAY

- Begin collecting/purchasing packing supplies
- Begin packing all items you will not need before moving day
- Schedule the disconnection of your utilities
- Schedule the connection of your utilities at your new home
- Cancel or transfer all recurrent deliveries such as newspaper, magazines, lawn services
- _____
- _____
- _____



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TWO TO FOUR WEEKS BEFORE MOVING DAY

- Pick up any services such as dry cleaning,
- Return all library books or borrowed items
- Retrieve loaned items from friends and neighbors
- Have your auto registration transferred if applicable
- Clear out all safe deposit boxes
- Transfer bank accounts to your new location and order new checks
- Confirm all travel arrangements
- Have a going away party!
- _____
- _____
- _____

ONE WEEK BEFORE MOVING DAY

- Finish packing and make sure all boxes are clearly labeled
- Complete your inventory of each box and other pieces not in boxes such as furniture
- Make sure all prescriptions are filled and have been transferred
- Assemble a box of essentials or "survival box"
- Set aside a box of cleaning supplies and the vacuum cleaner
- Confirm all reservations and plans with the moving company
- Disassemble items such as furniture
- Defrost and clean refrigerator and freezer
- _____
- _____
- _____

THE DAY BEFORE AND ON MOVING DAY

- Identify all fragile items to the movers
- Check all cabinets, drawers, closets one last time
- Shut off utilities and lock up:
 - Water
 - Gas
 - All lights
 - Air Conditioner
 - Furnace
- Shut and lock all doors and windows
- Shut off all appliance, unplug if applicable
- Take meter readings before your move.
- _____
- _____
- _____

THE WEEK AFTER MOVING DAY

- Start unpacking logically: most essential to the least
- Begin hooking up appliances
- Unpack all electronic equipment
- Check with the new post office for any mail being held, make sure your service starts
- Change your vehicle registration
- Change your address on your Driver's License
- Register to vote
- Register your children in school
- Take your pets out for frequent walks to familiarize them with the new surroundings.
- _____
- _____
- _____