

# Christos & Christos Moving Checklist

## 1-2 Months Prior to Move

- Make binder/folder for moving records (receipts, estimates, item lists, etc.)
- Choose a moving method (truck rental, hiring movers, etc.) and retrieve cost estimates from sources
- Contact employer to check if they cover any of your moving expenses
- If you require storage, be sure to make proper arrangements
- Set up disconnection/connection of utilities at old and new residence
- Phone  Internet  Cable  Water  Garbage  Gas  Electric
- Arrange how you will move vehicles, plants, pets and valuables
- Sketch or use a floor plan to see how your furniture will be placed in the new residence
- Have a yard sale, donate, sell, or trash items that you don't need
- Line up transfer of personal records (medical, children in school, etc.)
- Retrieve copies of any records you may need (medical, dental, etc.)
- Gather items required for moving (boxes, tape, stuffing/padding, markers, etc.)
- Repair any items in your current residence that you have an obligation to fix
- Return items borrowed, checked-out or rented
- Retrieve any items you have lent out
- In order for there to be less to move, try to consume/use most of your food supply

## 3-4 Weeks Prior to Move

- Make final decision on moving method and prepare needed arrangements
- Start packing non-essential items
- Mark boxes by room and contents
- Items that you would like to move personally, mark "Do Not Move"
- For keeping pieces, parts and essential tools that you would like to keep until you move, mark as "Do Not Move-Parts"
- Make an inventory of items/box contents and include serial numbers of items with value – This can be used as a chance to update your home inventory
- Fill out a *Change of Address* form in the post office or online
- Give your new address to important contacts such as:
  - Employers  Family & Friends  Attorney  Accountant  Others
- Tell your credit card company, insurance agency, and any other company significant to you about your change of address
- Change address or cancel automated payment plans and local accounts/memberships depending on if it is necessary
- Schedule a maintenance checkup for your car, especially if your new residence is a long distance away

## 1-2 Weeks Prior to Move

- Keep packing and clean as you pack
- Items that you will need right away at your new residence, make sure to pack separately
- Make arrangements to clear your schedule on moving day
- Involve your kids in the move as much as possible, and find useful tasks for them to complete
- If you have small children, find someone to watch them on moving day
- Start to pack your suitcases with clothes and personal items for the trip
- Check with whoever is involved, that your moving methods are still ready to go
- Be sure your prescriptions are filled
- Empty items out of your safety deposit box and secure those items for safe travel
- Schedule cancellation of all services with your old residence
- Newspaper  Housecleaning  Lawn  Pool  Water Delivery
- Check all furniture for damages and be sure to record this on your inventory
- Be sure all paperwork for the old and new residence is ready to go and completed

- If your new residence is a long distance away, to prevent automated deactivation, let your credit card companies know where you are moving too
- Remove flammable items such as paint, propane, and gasoline
- Attempt to use up perishable food

### **2-4 Days Prior to Move**

- Confirm moving details and make sure you have all paperwork necessary for the move
- Create a schedule for moving day
- Make plans on when/how to pick up the truck (if rented)
- Make preparations for moving expenses (lodging, food, moving)
- Keep cleaning the house as you pack
- Clean out your fridge and defrost the freezer
- Be sure your essential tools are handy (screwdrivers, wrench, pliers, tape, etc.)
- Pack a bag for essentials such as water bottles, pen/paper, snacks, documents, and anything else
- Boxes and items that you are moving yourself, set aside (make sure you have room for these items)

### **Moving Day**

- Go early to pick-up truck/trailer if you are renting
- Show movers/helpers through the house to tell them what needs to occur
- Walk through your empty residence to check for things left behind – Take a look behind doors
- Leave contact info for new residents in order for mail to be forwarded to you
- Take inventory before movers leave with your things and then sign bill of lading
- Check with your movers that they have the correct new address
- Turn off the lights and lock the windows and doors
- In order to lock up a rented truck, use a padlock to secure your possessions

*At your new residence ...*

- Make sure utilities are working– specifically power, water, heating, and cooling
- Make an initial inspection, note all damages and take photographs if necessary
- Vacuum as needed and clean kitchen (noteworthy to clean where furniture will be going)
- Direct movers/helpers where to place items
- Offer drinks and snacks to movers/helpers, especially if your helpers are volunteers
- Start to unpack, beginning with the kitchen, bathroom and other essentials

### **Moving In - Weeks 1-2**

- When unpacking check for damages- Take notice of insurance claim deadlines
- If necessary, replace locks and create at least 2 copies of your new keys
- Make sure your mail is arriving at your new residence
- Check that your previous utilities have been paid for and canceled
- Finish your change of address checklist
- Bank(s)  Credit Cards  IRS  Loans  Insurance  Pension plans
- Attorney  Accountant  Physicians  Family support
- Newspapers  Magazines  Licenses  Memberships
- Make time to get a local driving license and update your vehicle registration
- Retrieve local phonebooks and maps
- Depending on your needs & insurance, find new doctors, dentists, etc.
- After you have moved in, update your home inventory, including pictures of the rooms
- Update your homeowners insurance or renters insurance if it is required