



MOVING CHECKLIST





The Ultimate Moving Checklist

2 MONTHS BEFORE MOVING

- ❑ Create a moving binder. 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
- ❑ Get Estimates from at least 3 local based moving companies
 - ❑ **Ask for an in home estimate!**
 - ❑ Confirm the company you are speaking with will perform your move and it's not a **broker**.
 - ❑ Ask your moving consulting about the levels of packing services.
 - ❑ Decide if you will be packing your items or have your movers pack for you.
- ❑ Plan how to move fragile or unusual items, such as guns, pianos, fine art, pool tables or safes. The list goes on and on. The movers you hire may not be qualified to move some larger or more expensive items, so you may need to hire a specialty mover to do the job. Make sure you're aware of exactly what the movers you hire will and will not move.
- ❑ Plan to get rid of items you do not need
 - ❑ Garage Sale
 - ❑ Donations
 - ❑ Trash

6 WEEKS BEFORE MOVING

- Choose your moving company
 - Review and compare all estimates prior to making your decision.
 - Confirm your moving company's DOT number in the DOT website : [HERE](#)
- Tell important parties about your move
 - Request a change of address from the post office
 - Talk to your insurance company, and find out if you will need to switch or change your policy
- Order packing supplies, or begin collecting free boxes from friends and local businesses
- Have vehicles serviced for you're long-distance move
- 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!
 - Pack carefully, we can not say this enough.
- Spend time with family and friends, especially if you are moving far away
- Request time off for moving day



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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 as well as any financial and legal records to keep with you during the move, so they are easy to get to if you need them!
- If your move requires shipping a vehicle, don't leave anything in it! Due to DOT inspections
- As a reminder continue packing a little everyday so you don't fall behind and find yourself scrambling the last minute.
- Compile medical, dental, and optical records for everyone in your home.
- Request any transcripts from your child's school, for enrollment at your destination.
- Make sure your pets have ID tags for their collars.
- Request copies of vet records and get any necessary pet medication.
- Pick up clothes from the dry cleaner.



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2 WEEKS BEFORE MOVING

- Make a moving day playlist!
- Begin packing in earnest
 - Create a list of the items in each box, and keep it in your moving binder
 - Pack carefully, we can not say this enough.
- 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.
- Confirm the end date for utilities, phone and tv service at your current residence
- 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!
- Clean outdoor furniture and bring it inside, so it is clean for the move.
- Have your mail forwarded
- Fill any prescriptions you need and make sure you'll have enough to last until you have a new doctor/pharmacy
- Be prepared for a QA call to review the details of the upcoming move. 7-10 days prior to the pickup date.
- Change address for Social Security benefits within 10 days of moving. Make sure to notify government offices, including the Social Security Administration, Department of Veterans Affairs, and the IRS.



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THE WEEK OF YOUR MOVING

- Use up all your frozen foods, or gift them to family and friends
 - Clean out your refrigerator. Defrost and dry before moving day if you are moving the refrigerator.
 - Donate non perishable foods that you can't take with you.
- Finish packing everything but the essentials to get you to moving day
 - Pack carefully, we can not say this enough.
- Confirm your travel plans
- Begin cleaning empty rooms
 - Double check shelves and closets for any items you've missed
- Make sure your credit card company knows you are moving. Purchases in a new location can cause your card to be flagged or declined!
- Do any inventory updates as needed.
 - If needed request a second in home estimate if you have multiple changes to your inventory.
- If you are disassembling any items yourself, put the hardware in ziplock bags to avoid losing them.



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DAY BEFORE THE MOVE

- ❑ Please make sure you have all inventory updated no later than 2 PM.
- ❑ Expect a phone call from customer service to confirm time frame for your pickup.
 - ❑ This call will normally take place between 12-2 PM as the schedule is finalized.
- ❑ Finish all your packing needs.
- ❑ Prepare yourself for the move day.
 - ❑ Make sure the items that you are taking with you are separated from the items the movers will be moving.
- ❑ Get a good night sleep, tomorrow is the big day.



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MOVING DAY

- Rise and shine! Set an alarm and get up early on moving day.
- Energize! Eat a balanced breakfast and have plenty of water and snacks on hand to keep you going. It's the big day.
- Check all your boxes, make sure they are properly closed and labeled
- Have ziplock bags ready for the hardware to your furniture. This will help the movers to avoid losing any by accident.
- Keep calm and breathe. Remember to take your day one step at a time and allow yourself time to take a break if needed. Keep yourself hydrated and have a positive attitude. This will make sure your move runs smoothly
- 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.
- Make a safe path for movers to navigate
- 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!
- Say goodbye to neighbors
- Remember to tip your movers!



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PRIOR TO DELIVERY

- Confirm that your property is able to accept deliveries with a 53' tractor and trailer
- If you are required any reservations for elevators, ensure that this is ready to go.
- Advise HOA, apartment complex, or neighbors that you are expecting a semi to perform your delivery.
- Make a "worst case scenario" plan in case your movers run late
- Be prepared with final payment for delivery
- Map out where you are planning on having your items placed in your new home.
- Ensure a clear pathway with no obstructions for the movers to perform the delivery.
- Measure doorways, stairways, and elevators to make sure all your furniture will fit. Measure twice – move once!
- Protect your floors and carpets



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AFTER YOUR MOVE

- Try to unpack within 2 weeks of living at your new home. Take it slow, but don't let boxes just sit there!
- Hang on to receipts from your move and make sure there are no discrepancies in your charges.
- Get new checks with your updated address!
- Settle in and get to know your new home and community!
- Leave a review of your experience for your moving company

Have a housewarming party!

You did it!



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HELPFUL LINKS FOR YOUR MOVE

- ❑ [How To Choose A Moving Company](#)
- ❑ [Why Is A Moving Company In-Home Estimate Important?](#)
- ❑ [Prohibited Items](#)
- ❑ [Moving Packing Tips](#)
- ❑ [How To Pack For Your Next Move](#)
- ❑ [Change of Address \(USPS\)](#)
- ❑ [Protect Your Move](#)
- ❑ [Rights and Responsibilities Book](#)
- ❑ [FMCSA Checklist](#)
- ❑ [Ready To Move Brochure](#)