

MOVING CHECKLIST

It's Your Move! This step-by-step guide will smooth the relocation roller-coaster.

Checklist

TWO MONTHS BEFORE

- Sort and Purge** - Go through every room of your house and decide what you can get rid of. Think about special packing requirements or extra insurance coverage.
- Request On-site Estimates** - Get in writing estimates from a number of different moving companies. Make sure they provide a U.S. Department of Transportation (USDOT) number.
- Keep Track of Everything in a Moving Binder** - Keep all your estimates, your receipts, and an inventory here.
- Transfer Children's School Records** - Give the records to new school district.

SIX WEEKS BEFORE

- Order Supplies** - Get boxes, tape, bubble wrap, and permanent markers, dish barrels or wardrobe boxes.
- Take Measurements** - Will larger pieces of furniture fit through passageways and doors?

ONE MONTH BEFORE

- Get Written Confirmation from Mover** - Of date, costs, and other details.
- Pack Infrequently Used Items First** - Note items of special value and declare in writing any items valued over \$100 per pound.
- Label Contents and Destination of Each Box** - Label anything you'll need right away as "essential."
- Pack A Separate Box of Valuables** - Move these valuables yourself, and include the mover's estimate for reference.
- Do a Change of Address** - Go to your local post office, or do it online at usps.gov. Ask a neighbor to look out for more mail. Important creditors should be notified directly.
- Medical Records** - Send them to any new health-care providers.

TWO WEEKS BEFORE

- Take Your Car in for Servicing** - Make sure it's move ready.
- Clean Out Your Safe-Deposit Box** - If you'll be changing banks, and contact the moving company to re-confirm arrangements.

ONE WEEK BEFORE

- Finish General Packing** - Pack suitcases with clothes for the next few days.
- Refill any Important Prescriptions.**

A FEW DAYS BEFORE

- Defrost the Freezer** - If it's moving, make sure to empty, clean, and defrost it at least 24 hours before moving day.
- Double-Check** - Reconfirm the mover arrival time and other specifics.
- Plan for the Payment** - If you haven't already arranged to pay your mover with a credit card, get a money order, cashier's check, or cash for payment. If the staff has done a good job, 10-15% of the total fee is a good tip. If your move was especially difficult, you might tip each mover up to \$100. Don't forget that refreshments are always appreciated.

MOVING DAY!

- Verify Movers** - Make sure that the USDOT number painted on the side of the truck matches the number on the estimate.
- Take Inventory** - Before the movers leave, sign the bill of lading/inventory list and keep a copy.

Please contact me if you have any questions!

BEHL



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