

# theMovingBOX : Moving Checklist

## ---> 1-2 Months Prior to Move ----->

- Reserve your portable storage bin from the Moving Box
- Acquire friends, family or a professional crew to move your items
- Acquire packing materials (boxes, tape, stuffing/padding, markers etc.)
- Create a binder/folder for moving records (estimates, receipts, inventory)
- See if your employer will provide moving expense
- Schedule disconnection/connection of utilities at current and new home
  - Phone
  - Gas
  - Internet
  - Cable
  - Water
  - Electric
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you arrange furniture in your new home
- Hold a garage sale, donate, sell or trash unnecessary items.
- Schedule a transfer of records (medical, children in school etc.)
- Get copies of any records needed (medical, dental etc.)
- Make any home repairs that you have committed to making
- Return borrowed or checked-out or rented items
- Return things you have lent out
- Start using up food you have stored so there is less to move

## ---> 3-4 Weeks Prior to Move ----->

- Begin packing non-essential items
- Label boxes by room and contents
- Keep a box for storing pieces, furniture parts and essential tools that you will want to keep with you during your packing process and label it
- Create an inventory list of items and box contents, including serial numbers of major items - use this as an opportunity to update your home inventory
- Fill out a Change of Address form at the post office or online
- Provide important contacts with your new address:
  - Employer
  - Family & Friends
  - Attorney
  - Other
- Notify your insurance and credit card companies of address change
- Cancel automated payment plans and local memberships if necessary
- Take your vehicle(s) in for a tune-up, especially if you are travelling far

### Tips for Packing/Loading your Moving Box (portable storage unit)

- Strap down large items, using tie down hooks within the unit
- Use moving blankets or pads between objects to prevent scuffs while in transit
- Use mattress protective covers
- Try to balance the weight of your unit

## ---> 1-2 Weeks Prior to Move ----->

- Continue to pack, cleaning as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off (or two) around your moving dates
- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on and around moving day
- Begin to pack your suitcases with clothes and personal items you will need in event that you can not move directly into your new home

- ( ) Reconfirm the dates of your Moving Box rental
- ( ) Make sure prescriptions are filled
- ( ) Empty out your safe deposit box, secure items for safe travel
- ( ) Schedule cancellation of services at your current home
  - ( ) Newspaper ( ) Housecleaning ( ) Lawn ( ) Pool ( ) Water delivery
- ( ) Take furniture apart if necessary (desks, shelves, etc.)
- ( ) Get rid of flammables, such as paint, propane and gasoline
- ( ) Try to use up perishable food

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

- ( ) Confirm all moving details and that you have the necessary paperwork
- ( ) Make a schedule or action plan for the day or your move
- ( ) Prepare for the moving expenses (moving, food, lodging)
- ( ) Continue cleaning your house as you pack
- ( ) Defrost your freezer and clean your fridge
- ( ) Make sure your essential tools are handy (screwdrivers, pliers etc.)
- ( ) Pack a bag of water bottles, pen/paper, snacks, documents and essentials

### ---> **Moving Day** ----->

- ( ) Remove bedding and take apart beds
- ( ) Take movers/friends through the house to inform them of what to do
- ( ) Walk through the empty place to check for things left behind - lock doors
- ( ) Leave your contact info for the new residents to forward mail
- ( ) Make sure your moving company has your new address/phone number
- ( ) Lock the windows and doors, turn off lights
- ( ) Use a disc-lock to lock your Moving Box.

#### ***At your new place....***

- ( ) Verify utilities are working - especially power, water, heating and cooling
- ( ) Perform an initial inspection of your home, note all damages, take photos
- ( ) Clean the kitchen vacuum as needed
- ( ) Direct movers/friends where to put things
- ( ) Offer drinks and snacks, especially to helpers or volunteers
- ( ) Assemble beds with bedding
- ( ) Begin unpacking, starting with kitchen, bathroom and other essentials

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

- ( ) Replace the locks if necessary and make at least 2 copies of new keys
- ( ) Confirm that mail is now arriving at your new address
- ( ) Make sure your previous utilities have been paid for and cancelled
- ( ) Complete your change of address checklist
  - ( ) Bank(s) ( ) Credit cards ( ) Loans ( ) Insurance ( ) Pension plans
  - ( ) Attorney ( ) Accountant ( ) Physicians ( ) Family support
  - ( ) Newspapers ( ) Magazines ( ) Licenses ( ) Memberships
- ( ) Schedule a time to get a local driving license and update vehicle registration
- ( ) Get a map of your new town
- ( ) Find a new doctor, dentist etc. depending on your needs & insurance
- ( ) After you move in, update your home inventory, including photos of rooms
- ( ) Update your renters/homeowners insurance if needed