

# Moving Checklist

GET ORGANIZED AND STAY ORGANIZED!

THIS 8-WEEK CHECKLIST WILL HELP YOU SIMPLIFY YOUR MOVE.

## 8 WEEKS BEFORE YOUR MOVE:

- Create a “move file” to keep track of estimates, receipts and other important information.
- Call for estimates from at least three professional movers.
- If your company is paying for your move, refer to their moving policy to determine the services the mover will be authorized to perform.
- Draw a floor plan of your new home to help you decide which furniture to move and which to get rid of.
- Call the Chamber of Commerce in your new town for their “residential information packet”.

## 6 WEEKS BEFORE YOUR MOVE:

- Make an inventory of your possessions. Decide what to move, sell, replace, or donate to charity.
- Obtain copies of all medical, dental, legal, and accounting records.
- Make arrangements for records to be transferred between old and new schools.
- Ask tax advisor to review your potential moving-related tax deductions and potential tax liability.
- Itemize moving-related costs with mover (including packing, loading, special charges, insurance, etc.)
- Start to use things that can't be moved, such as frozen foods, bleach and aerosol cleaners.
- Contact health clubs or other organizations you have joined. Ask how you can end, sell or transfer your membership.
- Call your insurance agent to see what changes to expect in your policies. Ask if moving is covered and arrange for insurance for your new home.

## 4 WEEKS BEFORE YOUR MOVE:

- File a change of address. (You can pick up the appropriate cards and forms at your local post office.) If you are unsure of your new address will be, ask the postal service to hold your mail in their office in your new city.
- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have “last month” deposits with services, such as the water or

gas company, request your refund.

- Advertise and hold a yard sale to dispose of unneeded belongings. Donate unsold items and be sure to get a receipt for your taxes.
- Arrange for short-term or long-term storage, if you will need it.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.

## 3 WEEKS BEFORE YOUR MOVE:

- Make sure all library books have been returned.
- Ensure that all dry cleaning or items out for repair have been picked up.
- Assemble an adequate supply of packing materials.
- Pack items you won't use immediately (or that will go into storage).
- Obtain a written appraisal of antiques to verify value.

## 2 WEEKS BEFORE YOUR MOVE:

- Notify your mover if you add or subtract items from your planned move or if there are any date changes.
- Prepare autos for trip to new home. Check tires and have car(s) serviced before the move.
- Assemble a folder of important information about the house for its new owner. Include major appliance warranties/manuals.
- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes.
- Confirm travel arrangements.
- Notify any creditors of your move.
- Buy only the food and household supplies that will be used before moving.

(see back)

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- Take the family for a farewell visit to some of the places that hold happy memories.
- Have a going-away party for your children and their friends.
- Have some fun for yourself...an open house or an informal dinner or barbecue. Keep it simple.

### 1 WEEK BEFORE YOUR MOVE:

- Arrange for someone to take care of your young kids (and pets) while the movers are packing and loading your items.
- Drain all gas and oil from your lawnmower, snow-blower, and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Drain water hoses.
- Notify friends and neighbors of new address and phone number.
- Terminate newspaper and other delivery services.
- Do not clean your upholstered furniture before moving. (Moisture could cause mold if furniture must be placed in storage.)
- Avoid waxing or oiling fine wood furniture before moving, because some products might soften the wood, making it vulnerable to imprinting from furniture pads.

### DAY BEFORE MOVE:

- Defrost refrigerator and freezer.
- Unplug all electronic appliances, except plasma televisions, so that they will be at room temperature on moving day. This includes home computers, stereos, and audio/video equipment.
- If you are not paying by credit card, obtain certified check for the movers' invoice.
- Pack items you need to hand-carry (including medicines, valuables, financial records, and personal papers).
- Pack signed bill of lading and inventory where they can be easily reached at your destination.
- Carefully mark FIRST BOX UNPACKED, containing tools, cleaning supplies, paper towels, toilet paper, soap, a few towels, toys for your young children, etc.
- Get rid of all trash and flammable items.
- Clear walkways for movers.

### MOVING DAY:

- Get up early and be ready for movers to arrive. Do not have dirty dishes in the kitchen, or dirty clothes in hampers or lying around the house. Take all remaining trash out of the residence.
- Be sure that you or someone assisting in your move is at home at all times -- most moves are conducted during normal business hours.
- Take note of utility meter readings.
- Have a marker handy to make extra notes on boxes.
- Take last look through all rooms, attic and garage for any items you may have forgotten to pack. Pay special attention to closets, shelves, crawl spaces, stairwells, and any other place where items may be hiding.
- Keep water, soda, and snacks on hand for yourself and the moving crew. Advise the driver and crew where to locate the drinks and food, so that they do not have to ask each time.
- Advise the driver and crew which restroom you want them to use.
- Point out to the packers any extra-fragile items needing special attention.
- Verify that mover's inventory is detailed, complete and accurate. Do not accept any "miscellaneous" labels or entries (especially on high value items).
- Watch loading and unloading, and examine all items carefully before signing a receipt.
- Accurately note the condition of belongings. If anything is "scratched, dented, or soiled," note the location of such problems.
- Make sure the driver has the exact destination address.
- Leave a note with your new address in the house so that the new owners can forward any stray mail.

### AFTER THE MOVE:

- To prevent possible damage, television sets, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature.
- Keep all receipts and documentation in your "move" file and store it in a safe place. Be sure to include your Bill of Lading and delivery receipt. You'll be glad to have everything in one place at tax time.
- Get a new driver's license and new tags for your vehicles.
- Register to vote.