



Two Weeks Out

- Pick up dry-cleaning.
- Drop off library books, movie rentals, and arrange last minute pickups of rented equipment, such as cable boxes and routers.
- Have cars serviced.
- Pack entertainment and goody bags for the journey.
- Pack all remaining, non-essential items.
- Start using up perishable groceries.

1 Week Out

- Cancel newspaper delivery.
- Arrange childcare for moving day.
- Drain oil and gas from lawnmower and other equipment.
- Pack up contents of garage, making sure to clean off gardening and lawn tools.
- Return gas cylinders to the store.
- Set out plastic plates, cups, cutlery, towel, soap and sponge. Pack up the rest of the kitchen items.

Day Before

- Pack up necessities in suitcases or overnight bags.
- Pack all remaining contents of the home, leaving out towels and bedding.
- Charge all mobile phones and navigation devices.
- If flying, do advanced check in.
- Empty and clean refrigerator. If you're bringing it with you, dump the ice and defrost the freezer on models that require it.

- Empty safe deposit box and withdraw enough cash for trip.
- Start to pack the essentials box. This will be the last box closed and the first opened, and should contain items like trash bags, soap, toilet paper, plastic cups, plates, and cleaning supplies.

Moving Day

- Wake up early!
- Strip beds and put bedding in essentials box.
- Get dressed and put dirty clothes and towels in laundry bag.
- Do a final room sweep and close up all cases and boxes.
- Clean bathrooms.
- Once furniture is moved out, vacuum and mop the flooring. Sweep baseboards.
- Be sure to leave behind appliance manuals, warranty information, security codes and all keys.
- Check mail for the last time.
- Load up the car.
- Wave good-bye to your old house and neighborhood. Shed a tear if you feel like it, and then look forward to life in a new place!

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Moving Checklist



Get Organized and Stay On Track

Moving Checklist: *Get Organized and Stay On Track*

As your moving day approaches, are you feeling overwhelmed and wondering where to start? Get organized and stay on track with this no fail checklist.

Immediately

It's never too early to get started. Tackle the most dreaded chores first, like cleaning out closets. Make a commitment to accomplish at least one moving task a day.

- Get pets the required shots and check-ups. If you're moving from another country, these are often required months in advance.
- Clean out closets with ruthless efficiency. If an item does not fit and won't likely fit within the next six months, put it in the donation bag. The same goes for items not worn in the last twelve months and articles that are damaged, dated, or uncomfortable.
- Clear out under beds. Recycle old boxes and gift wrapping. Donate spare luggage and sports and fitness equipment that you no longer use.
- Sort through the toy bins, recycling broken toys (if possible) and donating toys that are no longer played with or outgrown. Usually this task is best done when the children are gone.
- Purge the paper that's been accumulating over the years. You'll probably find that most documents can be shredded. Keep tax records for seven years. Bank statements should be kept for the previous year until you've filed your taxes, then shred. Paid credit card statements can be shredded

immediately. Only keep the most current insurance policy. Pay stubs should be kept for one year, then shredded.

- Keep proof of debt satisfactions and settlements for seven years.
- Scan all legal documents and store on a disc kept separate from the physical copies.
- Make copies of vital records such as birth certificates, passports, child custody papers, adoption records, wills, insurance policies, employee agreements, and pet vaccination records. Carry the originals with you during the move.

6 Weeks Out

- File your change of address form with the post office and arrange for mail to be forwarded.
- Notify lenders and service providers of your new address.
- Send new address notices to friends and family.
- Begin shopping for movers and a storage facility. Request and compare quotes.
- Begin picking up boxes and packing materials. If you are on a budget, buying early can save you money. Consider looking online for gently used supplies in your area.

5 Weeks Out

- Choose a mover and make arrangements with a storage facility.
- Have an estate sale.
- List smaller items on auction sites like eBay or in local classifieds.

- Make travel arrangements for family and pets.
- Create an inventory of your belongings, cataloguing and photographing each item of value.
- Pack seasonal items, china, spare linens, and other items that won't be needed before the move.

4 Weeks Out

- Arrange utilities to coordinate with your departure and arrival dates.
- Transfer phone service.
- Cancel local memberships (for paying memberships, get proof in writing) and transfer your church membership if applicable.

3 Weeks Out

- Obtain your child's school and medical records, or request that they be transferred.
- Recruit friends and family to help with last minute packing.
- Fill all prescriptions and request ongoing prescriptions to be transferred to new pharmacy.
- Drop off last round of dry-cleaning.

