

ON THE SPOT DELIVERY MOVING CHECKLIST

DONE	6-8 WEEKS BEFORE MOVE	NOTES
	Get estimates for movers or rental truck	
	Schedule movers or rental truck	
	Determine furniture layout for new home	
	Make inventory of household items	
	Arrange for school transfer	
	Ask for doctor and dental referrals; arrange for transfer of medical and dental records	
	Fill out change-of-address card with post office	
	Clean out all closets and drawers	
DONE	4-6 WEEKS BEFORE MOVE	NOTES
	Get packing supplies: boxes, packing paper, tape, markers	
	Use up or dispose of food, cleaning supplies, and hazardous materials	
	Have garage sale/donate unwanted items	
	Arrange for carpet and drapery cleaning	
	Arrange for house cleaning	
	Arrange for move of pets	
	Arrange for move of plants	
	Arrange for utilities (cancel old; start new):	
	Electricity	
	Gas	
	Water/sewer	
	Telephone/DSL	
	Garbage/recycling	
	Cable/satellite	
	Arrange for transfer of homeowner's/renter's insurance	
	Begin packing	
	Make travel arrangements	
	Request relocation package from chamber of commerce of new town	
DONE	2-3 WEEKS BEFORE MOVE	NOTES
	Set aside critical documents and items you will keep with you	
	Transfer prescriptions	
	Change address:	
	Family and friends	
	Newspaper	
	Magazines	
	Bank accounts	
	Health, life, and auto insurance policies	
	Credit card bills	

DONE		2-3 WEEKS BEFORE MOVE	NOTES
	Employer		
DONE		1-5 DAYS BEFORE MOVE	NOTES
	Defrost freezer		
	Empty ice maker and ice cube trays in case of power shutdown		
	Clean refrigerator, stove, and oven		
	Disconnect and drain appliances for move		
	Drain fuel from power equipment		
	Close out safe deposit box		
	Confirm travel arrangements		
	Confirm arrival time of movers/pick-up time of rental truck		
	Have payment and snacks ready for movers		
	Gather and clean outdoor furniture		
	Return cable box, cable modem, DSL modem if necessary		
	Organize keys		
	Clean house		
	Finish packing		
	Prepare food for moving day		
DONE		MOVING DAY	NOTES
	Disassemble beds		
	Double-check that all cupboards, closets, dishwasher and other appliances are empty		
	Give movers tour and instructions for what is being moved		
DONE		WITHIN 30 DAYS OF MOVE	NOTES
	Change address:		
	Driver's license		
	Auto registration		
	Voter registration		
	Re-establish safe deposit box		
	Enjoy new home!		