



Moving Checklist

Moving Company Contact Information

Company Name:
Name of Main Contact Personnel:
Phone #:
Address:

Task	Status
Complete thorough research and compare moving companies	
Hire and book a moving company with dates that fit your moving needs	
Check with your employer to see if you have moving expense benefits	
Designate a "moving receipt" folder to keep all of your receipts in one place	
Obtain a change of address form and mail in at least two weeks before your moving date	
Complete a home inventory list	
Organize rooms in your home to be packed- setting aside fragile/delicate pieces to be packed separately	
Gather any necessary moving supplies (i.e. boxes, bubble wrap, packing tape)- view our Fragile Moving Guide for tips on where to find some of these items	
Talk to your chosen moving company about what they can pack for you and what you should pack yourself	
Gather all of your important records (medical, school, etc.) and have them readily accessible- even consider transporting them yourself.	
Hold a family meeting at least a month in advance of the move to make sure every family member is prepared and on the same page.	
Hold a garage sale- donate what you cannot sell and toss what you cannot donate (now is the time to purge)	
Contact doctors, dentists, etc. and inform them of your move- ask for recommendations if the move is far enough for you to have to seek new services.	
Contact your children's school(s) and teachers to inform them of the move and research your child's new school district.	
Check with your homeowner's/renter's insurance policy holder and see what you are covered for during your move.	
Transfer any needed insurance policies to your new home.	
Research moving insurance and strongly consider adding more coverage to protect your items	
Pack living room(s)	
Pack bedroom(s)	
Pack bathroom(s)	
Pack your kitchen	
Pack the office/study	
Pack your garage- drain anything that holds gas or oil (i.e. lawnmowers, leaf blowers)	
Pack outdoor areas (patio, sunroom, porch, etc.)	
Pack dining room(s)	
Pack you laundry room	
Pack the pantry	
Notify your utilities companies of your move and have all necessary services scheduled for disconnection and transfer	
Create a meal plan for the last few weeks- you will want to empty your fridge and freezer as much as possible to limit moving perishable items	
Gather hazardous materials and pack separately- labeling boxes with its exact contents	
Return anything you may have borrowed from neighbors	
Back up computer and other electronics- pack them carefully and properly label any cords for its appropriate device for transport	
Transfer any necessary accounts to your new home (i.e. cable, internet, phone services) and close any unneeded ones on your old home	
Pack a suitcase of essentials- things you will need quick access to your first night in the new home to prevent yourself from having to dig through boxes.	
Obtain written proof of moving insurance AND (separately) an appropriate Bill of Lading	
Visit your new home before the move in day and make sure everything is clean, fixed and move-in ready	
Clean your old home for its new resident	
Complete a final walk-through of your old home making sure everything is cleared out and in working condition.	
Double check that all boxes are labeled accordingly	
Walk you moving company through any specific transport requirements you may have for your fragile items (i.e. musical instruments) before you hand the items over.	
Make sure everything is locked up and any keys are returned (if applicable)	
*Fill out the rest of this sheet with any personal to-dos you may have and double check that everything is complete. Happy moving!	