Seaboard Properties Moving Checklist and Planner

TIME BEFORE MOVE	MOVING TO DO LIST	ADDITIONAL NOTES

2 MONTHS	❑ **If using a mover:** contact moving companies for estimates.
	❑ **If moving yourself:** contact truck rental companies for estimates.
	❑ Create a floor plan of new home for furniture placement. Sell or donate unneeded pieces.
	❑ Make a home inventory. Begin to remove clutter. Start with basement, attic, and garage.
	❑ Start a file of moving paperwork and expenses. Can be used for tax credits and claims.
	❑ **For kids:** arrange to transfer school records.
	❑ **For family:** arrange to transfer medical, dental, legal records. Ask for referrals.
	❑ **For pets:** transfer veterinary records. Take pets for immunization, if necessary.
	❑ Get your new home ready. Contact painters, carpenters, plumbers, locksmiths, roofers, etc.
	❑ **Banking:** prepare to transfer financial and safety deposit box contents to new branch.
	❑ Documents: be sure all personal, family, and financial records are accounted for:
	  ❑ Birth certificates, passports, insurance, medical, dental, legal, and academic records.
	  ❑ Obtain missing documents from authorities.
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	❑ Choose a mover or truck rental company. Be sure to have references.
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6 WEEKS	❑ **If using a mover:** schedule moving company. ❑ **If moving yourself:** reserve moving truck, ask friends to help or hire a moving team. ❑ Obtain and fill out post office change of address cards, or do online. Use mail ❑ forwarding. File change of address with Federal Government. ❑ Make arrangements for storage, if necessary. ❑ Get antiques or valuables appraised. ❑ **Order moving materials:** boxes, bubble wrap, packing tape, and other supplies. ❑ **Start to pack:** seasonal clothing, sports gear, and other items not in immediate use. ❑ Clean out closets and drawers. ❑ Use food and supplies which cannot be moved. ❑ Hold a garage or moving sale. ❑ Give items away to charity. ❑ Prepare antiques, collectables, and plants for extra special moving care (pianos). ❑ **For kids:** arrange for special travel arrangements, flights. ❑ **For pets:** arrange for special travel arrangements, flights. ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑

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4 WEEKS	❑ Notify friends and family of new address. Send change of address cards. ❑ **Schedule disconnection:** of all utility services at old home, and connection at new home. ❑ Telephone, cell phone, gas, electricity, water, cable, satellite, internet. ❑ ❑ ❑ **Change address**: ❑ Banks, credit cards, magazines, employer, clubs, associations. ❑ ❑ ❑ Contact insurance company for moving coverage and to transfer policy to new home. ❑ **Reserve elevators for move:** apartments/condos. See if moving permits are required. ❑ Hold a second moving sale. Donate to charity. *Yes, you still have too much stuff.* ❑ Arrange for cleaning or repair of drapes, furniture, and carpet. ❑ ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑
3 WEEKS	❑ Properly dispose of items that cannot be moved (paints, cleaners, propane, flammables). ❑ **Recycle** electronics, plastics, metals, papers, etc. ❑ Prepare automobile and driver licensing and registration (if moving out of state or province). ❑ **For kids & pets:** arrange child care or pet care for moving day. ❑ Start a file for new homeowner: (roof, maintenance, appliance manuals). ❑ Recycle electronics, plastics, metals, papers, etc. ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑
2 WEEKS	❑ **If moving yourself:** Begin to pack bookshelves, kitchen, bedrooms, and bathroom. ❑ Prepare for sale or disposal of items not sold during garage or moving sales. ❑ Cancel newspapers. ❑ Notify all creditors of move. ❑ Service automobile before move. ❑ Return borrowed items (friends, library). Collect lent items (CDs, books, toys). ❑ Transfer prescriptions. Be sure to have enough medication on hand. ❑ Pick up laundry and dry cleaning. ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑

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1 WEEK	❑ **If using a mover:** confirm date and time of packing and moving.
	❑ **If moving yourself:** confirm moving truck. Confirm help with friends or moving team. Pack.
	❑ Find a new home for plants or items that cannot be moved.
	❑ Confirm travel arrangements.
	❑ **Pack a travel kit.** Put aside critical items beforehand:
	  ❑ Financial: check book, credit cards, cash, traveler's checks, and foreign currency.
	  ❑ Travel: passports, birth certificates, ID, keys, flashlight, tools, papers for movers.
	  ❑ Baby Care: diapers, stroller, car seat, medications, clothing.
	  ❑ Children: toys, medications, books, clothing.
	  ❑ Kitchen: dishes, utensils, food.
	  ❑ Personal: bedding, clothing, toiletries, medicine, bandages.
	  ❑ Pack a Suitcase: have items on hand in case movers are delayed with belongings.
	  ❑ Cell Phone: keep the charger handy.
	❑ Settle any bills with local businesses.
	❑ **Banking:** transfer all financial and safe deposit box contents to new branch.
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ONE DAY BEFORE	❑ **If using a mover:** let movers pack your belongings. ❑ **If moving yourself:** dismantle beds and large furniture. Continue packing items. ❑ Defrost refrigerator and freezer. ❑ Drain power equipment of oil and gas. Drain water hoses. ❑ Drain waterbed. ❑ Disconnect and prepare major appliances for move. ❑ Set aside items to travel with you (like a travel kit) to prevent it from being packed. ❑ Pack a box of items that will be needed first at new home. Mark "load last" on box. ❑ Confirm arrival time of moving van or truck. ❑ Confirm hotel or accommodation. ❑ Have several copies of directions to your new home printed out. ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑

TIME BEFORE MOVE	MOVING TO DO LIST	ADDITIONAL NOTES
MOVING DAY	❑ **For kids & pets:** Drop off kids & pets at pre-arranged care site. ❑ Make note of all utility meter readings. ❑ Confirm bill of lading and inventory before signing. Keep forms in a safe place. ❑ Do a final clean up of old home. Be sure to leave toilet paper and paper towels. Karma. ❑ **If using a mover:** be sure someone is at the old house to answer questions. ❑ **If moving yourself:** be sure helping friends and family have lunch. ❑ Breathe. Moving is stressful. ❑ ❑ ❑ ❑ ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑
DELIVERY DAY	❑ Be available to answer any questions. ❑ Check boxes and belongings. Note on the inventory record any damage. ❑ Pay the truck driver, if applicable. ❑ Supervise loading and unloading of belongings. Direct placement of items. ❑ **If using a mover:** be prepared to pay the mover. Have cash on hand to tip. ❑ ❑ ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑
ODDS & ENDS	❑ Install new batteries in smoke and carbon monoxide detectors in new ❑ home. Consider having your locks re-keyed. ❑ Register to vote. ❑ Start new newspaper subscription. ❑ **Contact new affiliations:** churches, places or worship, clubs, ❑ We wish all live happily ever after :) ❑ ❑ ❑ ❑ ❑	❑ ❑ ❑ ❑ ❑ ❑