

Moving Checklist

1-2 Months Before your Relocation

- Check if your employer will provide the cost of your moving expenses
- Start saving money to pay for your move.
- Enquire about disconnection/connection of utilities at old and new place

Phone Internet Cable Water Garbage Gas Electric

- Plan how you will move vehicles, plants, pets and valuables
- Have a garage sale, donate, sell, or dump any unwanted items
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Schedule transfer of records (medical, children in school, etc.)
- Purchase packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Return borrowed, checked-out and rented items
- Start using up food you have stored so there is less to relocate
- Call your mates and get back what you have lent out
- See if you will be able to write off some of your moving expenses on your taxes
- Settle any bills with local businesses.

3-4 Weeks Before Relocation

- Take your vehicle(s) in for a service, especially if you are driving long distances
- Finalize moving booking and make necessary arrangements
- Cancel automated payment plans and local accounts/memberships if necessary
- Start packing non-essential items
- Notify your insurance and your bank about your change of address
- Label or mark boxes by room and contents
- Provide important contacts with your new address:
 Employers Family & Friends Attorney Accountant Others
- Separate valuable items to transport yourself - label as DO NOT MOVE
- Fill out a *Change of Address* form at a post office or online
- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day - label as PARTS / DO NOT MOVE
- Prepare an inventory list of items and box contents, including serial numbers of major items

1-2 Weeks Before Relocation

- Try and use up perishable food
- Continue packing and clean as you go
- Dispose of flammables such as paint, propane, and gasoline
- Pack items separately that you will need right away at your new home
- Plan to take the day off work for your moving day
- Make sure all paperwork for the old and new place is complete
- Find useful things for your children to do - involve them as much as possible
- Take furniture apart if necessary (desks, shelves, etc.)
- Organize a friend or someone to help watch small children on moving day

- Check your furniture for damages - note damages on your inventory list
- Start to pack your suitcases with clothes and personal items for the car trip
- Schedule cancellation of services for your old place
 Newspaper Housecleaning Lawn Pool Water Delivery
- Find new homes for plants that will not be moved.

2-4 Days Before Relocation

- Put aside boxes/items that you are moving yourself
- Confirm all moving details and that you have necessary paperwork
- Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
- Make a schedule or plan for the day of the move
- Make sure some tools are handy (screwdrivers, wrench, pliers, Allan keys, etc)
- Prepare for the moving expenses (Removalist, food, fuel Accommodation)
- Defrost your freezer and clean the fridge
- Keep cleaning the house as you are packing

Moving Day

- Remove bedding and take apart beds if required
- Make sure children and pets are out of the removalist path
- Take our team through the house to inform them of any special requirements
- Walk through the empty house to check for things left behind - look behind doors
- Leave your contact info for new residents to forward mail
- Make sure our team have the correct new address
- Lock the windows and doors, turn off the lights

At your new home ...

- Make sure utilities are working - especially power, water, heating, and cooling
- Do an initial inspection, note all damages, take photographs if needed
- Clean the kitchen and vacuum as needed (especially where furniture will be going)
- Direct our team where to put your contents
- Assemble beds with bedding if required
- Begin unpacking, starting with kitchen, bathroom and other essentials

Once Moved In

- Replace locks if necessary and make at least 2 copies of your new keys
- Make sure your previous utilities have been paid for and canceled
- Confirm that mail is now arriving at your new address
- Get local phonebooks and maps
- Find new doctors, dentists, etc. depending on your needs & insurance
- Update your renters insurance or homeowners insurance if needed