

PRE-MOVE CHECKLIST

One Month Before

- Take Inventory. Decide what to keep and what to get rid of
- Reserve a rental truck or select a moving company. Look for rental trucks and moving companies in local brochures, yellow pages, or through your rental agent/ real estate broker
- Make a moving file for important documents, such as family medical and dental records, school records, legal documents and titles, banking and financial statements, stock and bond certificates, tax returns, birth certificates and insurance documents. Include all receipts – many expenses are tax deductible.
- Make any car rental, airline or hotel arrangements.
- Gather moving supplies such as boxes, tape, bubble wrap and paper for wrapping.
- Post Office: A week before you move, you should stop by your local post office to fill out a change of address cards. Correspondence cards are also available to send to various companies such as credit card companies, magazine publishers and any other organizations that should be informed of your move. The mail will be forwarded to your new home for a full year. After a year, the mail will be returned to the sender with your new address stamped on it. You can get an official change form at the local post office or on the Internet at www.usps.gov/movernet.
- Credit Card Companies: Immediately notify all your credit card companies of your move. Keeping an individual file on each one makes this process much easier. We suggest using the correspondence cards offered at the post office in addition to requesting in writing that they send you a letter of confirmation. It is also recommended to make a follow up call.
- Purchase Insurance: If you are moving from out of state and are insured by a fairly large company, they will most likely have an office in the city you are moving to. If you need to find a new company, it is important to get homeowners insurance at least one month before the move. Those moving to an apartment need to contact the insurance company two weeks before the move. If you have large amounts of jewelry and/or furs coats it's important to contact the agency as soon as possible since you will be needing additional coverage.
- Remember to request the return of any security deposits.

Two Weeks Before

- Notify Phone Company: Your new local phone company should be notified of your move no sooner than 30 business days prior to move, and no later than 5 business days before moving. The service representative will run a quick credit check and assign you a new telephone number.
- Notify Utilities: The electric and gas service companies should be contacted at least two weeks before your move. The old service will need your move out date and you should request the return of any deposits at this time. The new service will need your move in date to determine when service will be turned on or transferred to your name. You can inquire if they have a billing plan to balance out of season differences by paying a set amount each month. If moving into an apartment, check with the property manager to see if service was left on before you call the utility companies. Write down the emergency numbers to call in event of a problem or outage.
- Banks: (checking accounts, investments, etc.): Before you move to your new city, make sure all existing accounts in your old bank are closed. Find a new bank to fill your personal needs and open accounts, order checks and obtain direct deposit forms if applicable.
- Find a new doctor and dentist and have your family's medical records transferred to them.
- Refill any prescription medications which must be taken regularly and arrange to have those prescriptions transferred to your new city.
- Arrange to register your children in their new school(s). Contact their current school(s) to have their records forwarded.

PRE-MOVE CHECKLIST

One Week Before

- Confirm any travel plans or reservations.
- Finish packing and make sure all boxes are clearly labeled.
- Subscribe to the local newspaper and visit the Chamber of Commerce in your new city for additional community information.
- Change of Address Notification: You will need to notify the Postal Service that you are moving. It is now possible to do so without visiting the post office. Go to website listed above. For the fee of \$1.00 you may fill out the address change information online and receive an email confirmation. Or you may choose to print the form and mail it to your local post office. US Postal Service, www.usps.com
- Notify IRS: You will also need to notify the IRS that you have moved. This will ensure you receive your IRS refund and/or any other correspondence. To change your address with the IRS, complete a Form 8822 (PDF), Address Change Request. This is available on the IRS website. IRS, www.irs.gov

One Day Before

- Pick up your rental truck or confirm your move with the moving company
- Make sure you and your movers have the directions to your new home. Plan your travel so that you will be there to greet them and unlock your home. Have a backup plan in case one of you gets delayed.
- Obtain the driver's cell phone number and give him/her yours so you can stay in touch in case one of you is delayed.
- Ask what form of payment the movers will accept (check, money order, certified check, travelers checks) and make necessary arrangements.

Moving Day

- Early on moving day, reserve a large place for the moving truck to park. Mark off an area with cones or chairs. If you need to obtain parking permission from your apartment complex manager or the city, do so in advance.
- Before work starts, walk through the house with the movers and describe the loading order. Show them items you intend to transport yourself. You should have these items grouped in an area prior to the movers arriving. Remain on site to answer the movers' questions and to provide special instructions.
- Walk through your home and make sure that everything was loaded. Make sure you have the keys to your new home.
- Remember that professional movers expect to be paid in full before your goods are unloaded. Check for damage, as items are unloaded and report any problems right away.
- Unless the company's policy prohibits the acceptance of gratuities, it is customary to tip each mover \$20 is a good amount; you may want to tip more or less based on the service you received.
- If you are moving yourself and getting help from friends, make sure you create a task list. Be sure to have everything packed before your help arrives. It is natural for people to work in pairs, but you should consider each person's physical ability and health status. Plan to provide beverages and food for your volunteers. Load the truck according to the directions your truck rental agency gave you, and make sure that you understand how to operate and drive the rental truck before you leave the agency.