

# Moving Checklist

## 8 WEEKS BEFORE YOUR MOVE

- Start to research moving companies
- Create a folder for all email correspondence
- Start creating inventory - Deciding what **will** & what **will not** be moved
- Start purging - decide what to keep, discard or donate

## 7 WEEKS BEFORE YOUR MOVE

- Collect estimates from **reputable** companies from your research
- Plan how you will move any valuable or irreplaceable items (certified mail, carry with you, special crate order, or...)
- Keep working on your inventory

## 6 WEEKS BEFORE YOUR MOVE

- Commit to a moving company
- Plan a garage sale - sell online - give to friends and family
- Plan your travel arrangements
- If transporting your car, make arrangements with a shipping company (unless you are driving it cross country)

# Moving Checklist



Moving from CA to NY & back

## 5 WEEKS BEFORE YOUR MOVE

- Order or pick up boxes and moving supplies
- Make sure to watch some packing instructional videos
- Begin packing nonessential items, clearly labeling contents of each box and its designated room

## 4 WEEKS BEFORE YOUR MOVE

- File a change of address with United States Postal Service
- Inform utility companies to cancel/set up service (current and new location)
  - Gas
  - Electric/Water
  - Trash
  - Cable/Internet/Telephone
  - \_\_\_\_\_
  - \_\_\_\_\_
- Inform any services and subscriptions of cancellation or change of address
  - Gardener
  - Pool maintenance
  - Water delivery
  - Netflix/Amazon
  - \_\_\_\_\_
  - \_\_\_\_\_

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*Moving from CA to NY & back*

## 3 WEEKS BEFORE YOUR MOVE

- Confirm reservation with your moving company
- Have a garage/moving sale
- Have local charities pick up clothing, furniture items, household goods you will not be taking with you
- Schedule a service for your car if driving it cross country
- Inform any government offices of your move (DMV, Social Security, IRS)

## 2 WEEKS BEFORE YOUR MOVE

- Begin Packing. Make sure all boxes are labeled and if needed have FRAGILE marked on them. Ensure no **non-allowable** items are packed (hazardous and flammable items, propane tanks, paint, gasoline (gas tanks must be emptied), lighter fluid, corrosives, firearms, ammunition, explosives, perishables, etc..)
- If your items will be delivered to more than one location (for example: some to your new home, and some to a storage facility) make sure to **separate and label them well**, ensuring your items will be delivered to the correct locations.
- If the moving company is packing, separate all items **not to** be packed
- If needed, obtain a city parking permit for the moving company truck (Approx size, 35ft)

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## 1 WEEK BEFORE YOUR MOVE

Pack a first night "essentials box" which may consist of:

- Bed linens
- Change of clothes for each person
- Cleaning supplies
- Towels
- Medical kit
- Pen and Paper
- Flashlight
- \_\_\_\_\_
- \_\_\_\_\_

Gather all personal items you want to take with you.

- Passports
- Travel documentation
- Legal/financial/medical papers
- Portable electronics
- Jewelry
- Valuables
- \_\_\_\_\_
- \_\_\_\_\_

Finalize packing

Add/remove any last minute items to the inventory list and make sure to update your moving company. Confirm final quote.

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## ON MOVING DAY

- Do a walk through with the foreman making sure he knows:
  - What **is** being moved & what is **not** being moved
  - What **is** to be packed & what is **not** to be packed
  - If more than one delivery location; which items go where
  - Go with the foreman over any other points that may be important to you
- Relax. Let the professionals take care of everything.

## BEFORE END OF MOVING DAY

- Check all areas' of the home: rooms, closets and the outside (yard, garage, etc..) to ensure nothing was left behind
- Keep a signed copy of the Bill of Lading with you
- Keep a signed copy of the moving company's inventory list with you: In all your dealings with the moving company, refer to this inventory list and item numbers. To prevent miscommunication, do not refer to any private inventory lists you may have made prior to the move.

## NOTES

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## PRIOR TO DELIVERY DAY

- If needed, obtain a city parking permit for the moving company truck (Approx size, 35 ft)
- Clean the house or schedule a cleaning
- Prepare an interior layout plan of where furniture will be placed by the movers

## ON DELIVERY DAY

- Do a walkthrough with the foreman and explain the furniture layout plan and other important points
- Designate an inventory checker

## ONCE DELIVERY IS COMPLETE

- Unpack strategically using the box labeling system created when packing
- Change your locks if needed
- Create a file with numbers for: electricians, plumber, handyman, etc.

## **NOTES**

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NOTES

A large, empty rectangular box with a thin black border, intended for users to write their notes. The top-left corner of this box is overlaid by a grey header bar containing the word 'NOTES'.

Help us make this checklist complete. If you have anything to add that you think is missing or could benefit others, please let us know at [cs@moveeast.com](mailto:cs@moveeast.com)