

# Moving Checklist

## 1 Month Before

- Alert utility companies to disconnect services the day after you move and to have new service activated several days before you arrive at your new house.
- Contact the chamber of commerce in your new town for information on utility services.
- If necessary, arrange for storage in your new community.
- If you're packing your house yourself, order supplies and start packing boxes.

## 1 Week Before

- If you're packing your house yourself, finish packing boxes.
- Confirm travel arrangements, if needed.
- Arrange payment or deposit for movers.
- Get cash to have on hand to tip movers.
- Write directions to your new home for the moving company, confirm delivery date, and give the company your itinerary and cell phone number.
- Complete change-of-address forms at the post office, and send notices to magazine subscriptions, creditors, friends and relatives, alumni organizations, credit cards, banks, and any other necessary companies and organizations.
- Cancel newspaper subscriptions.
- Notify your employers -- new and old -- of your new contact information.
- Clean rugs and have them packed for moving.
- Pack suitcases you plan to move yourself with clothes, toiletries, jewelry, and important financial records and documents.

## Moving Day

- Pack your first-night box.
- Accompany the mover as he or she inventories your possessions and makes condition reports.
- Sign the bill of lading (ensure that the address and phone number are correct) and inventory, and keep your copies in a safe place.
- Lock windows, turn off lights, close doors, and take a final tour after the movers have finished to make certain nothing is left behind.