

# The Altman Brothers Moving Checklist

## 1-2 Months Before Move

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates
- See if your employer will provide moving expense benefits
- Research storage facilities if needed
- Schedule 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
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Hold a garage sale, donate, sell, or trash unnecessary items
- Schedule transfer of records (medical, children in school, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Make any home repairs that you have committed to making
- Return borrowed, checked-out and rented items
- Get things back that you have lent out
- Start using up food you have stored so there is less to move

## 3-4 Weeks Before Move

- Finalize moving method and make necessary arrangements
- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself - label as DO NOT MOVE
- 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
- Create an inventory list of items and box contents, including serial numbers of major items - use this as an opportunity to update your home inventory
- Fill out a *Change of Address* form at a post office or online
- Provide important contacts with your new address:
  - Employers  Family & Friends  Attorney  Accountant  Others
- Notify your insurance and credit card companies about change of address
- Cancel automated payment plans and local accounts/memberships if necessary
- Take your vehicle(s) in for a tune-up, especially if you are traveling very far

## 1-2 Weeks Before Move

- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day

- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on move day
- Begin to pack your suitcases with clothes and personal items for the trip
- Reconfirm your method of moving with those involved
- Make sure your prescriptions are filled
- Empty out your safe deposit box, secure those items for safe travel
- Schedule cancellation of services for your old place  
 [ ] Newspaper [ ] Housecleaning [ ] Lawn [ ] Pool [ ] Water Delivery
- Check your furniture for damages - note damages on your inventory
- Take furniture apart if necessary (desks, shelves, etc.)
- Make sure all paperwork for the old and new place is complete
- If traveling far, notify credit card company to prevent automated deactivation
- Get rid of flammables such as paint, propane, and gasoline
- Try and use up perishable food

### 2-4 Days Before Move

- Confirm all moving details and that you have necessary paperwork
- Make a schedule or action plan for the day of the move
- Plan when/how to pick up the truck (if rented)
- Prepare for the moving expenses (moving, food, lodging)
- Continue cleaning the house as you are packing
- Defrost your freezer and clean the fridge
- Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- Pack a bag for water bottles, pen/paper, snacks, documents, and essentials
- Set aside boxes/items that you are moving yourself (make sure you'll have room)

### Moving Day

- Remove bedding and take apart beds
- Go early to pick up the truck if you rented one
- Take movers/helpers through the house to inform them of what to do
- Walk through the empty place to check for things left behind - look behind doors
- Leave your contact info for new residents to forward mail
- Take inventory before movers leave, sign bill of lading
- Make sure your movers have the correct new address
- Lock the windows and doors, turn off the lights
- Use a padlock to lock up a rented truck
- At your new place ...*
- Verify utilities are working - especially power, water, heating, and cooling
- Perform an initial inspection, note all damages, take photographs if needed
- Clean the kitchen and vacuum as needed (especially where furniture will be going)

- Direct movers/helpers where to put things
- Offer drinks and snacks, especially if the helpers are volunteers
- Assemble beds with bedding
- Begin unpacking, starting with kitchen, bathroom and other essentials

### Moving In - Weeks 1-2

- Check for damages while unpacking - be aware of deadline for insurance claims
- Replace locks if necessary and make at least 2 copies of your new keys
- Confirm that mail is now arriving at your new address
- Make sure your previous utilities have been paid for and canceled
- Complete your change of address checklist
  - Bank(s)    Credit Cards    IRS    Loans    Insurance    Pension plans
  - Attorney    Accountant    Physicians    Family support
  - Newspapers    Magazines    Licenses    Memberships
- Schedule a time to get a local driving license and update vehicle registration
- Get local phonebooks and maps
- Find new doctors, dentists, etc. depending on your needs & insurance
- After you are moved in, update your home inventory, including photos of rooms
- Update your renters insurance or homeowners insurance if needed