

# Moving Checklist for a Local/Short-Distance Move

## Plan Your Move

- Order movers or moving truck & recruit moving helpers
- Purchase/seek/collect moving boxes
- Purchase/collect packing supplies: packing tape, packing paper, bubble wrap, etc.
- Notify old and new schools and arrange for the transfer of school records and begin the process of registering in the new schools.
- Create floor plan or a sketch of furniture arrangement in your new home
- Take time off work on the moving day
- Create a designated folder for moving-related plans, papers & receipts.
- Make child care/pet care arrangements for your children and/or pets on moving day.
- In certain cases, moving expenses are deductible so be sure to keep receipts. Find out more: <http://www.frontdoor.com/real-estate/moving-expenses-whats-tax-deductible>
- Are you moving out before new owners will be taking possession? Will you be doing your "move-out" cleaning of your current home before or after you move?

## Lighten Your Move

- Go through every room of the house to sort through what you will move and what you will get rid of.
- Donate unwanted items or have a garage or online sale and sell them.
- Start to use up the food, paper products, and cleaning products that you already have and only buy what you will need between now and your moving day.
- Toss anything that can't be donated, sold, gifted, or recycled.

## Packing

- Start with books, out-of-season clothes, and décor.
- Mark each box with the room that it is to be delivered to in the new home and a brief description of its contents.
- Try to have everything possible packed at least one week before you move. That last week has the potential to be very stressful; don't push things off until the last minute.
- About 2 weeks before your move start cleaning any rooms in your house that have been emptied, such as closets and the basement.
- Empty, clean and defrost the refrigerator/freezer. Use baking soda to get rid of any odors.
- Pack "Load Last"/"First to Unpack"/"First-Night" boxes with essentials such as: toilet paper, paper towels, hand soap, first aid kit, scissors, knife, pain reliever, medicines, tool kit to assemble furniture, snacks, bottled water, towels, bedding, light bulbs, flashlight, toiletries, basic cleaning products, and any other items you will need on your first night or two.
- Provide each family member with a suitcase or duffle bag to pack the items and clothing they will need the last days before the move and the first day or two after the move.
- Label boxes containing glass & breakables with "Fragile".
- Labeling any boxes that you will need unpacked right away (using a large symbol, such as a star) will make identification quick & easy
- Gather all keys, alarm codes, garage door openers, and manuals for appliances so that you can hand them over/leave them for the new owners.
- Organize important documents – will, passports, deeds, financial statements, etc. Keep this with you when you move, especially if a moving service is moving you.
- Unless you are returning to clean after you move, clean each room as you are packing.

**Utilities Disconnected (current home – end of closing day)**

- |  |  |
|--|--|
| <input type="checkbox"/> Electric      | <input type="checkbox"/> Telephone – land line                       |
| <input type="checkbox"/> Gas           | <input type="checkbox"/> TV (cable or satellite dish, Netflix, etc.) |
| <input type="checkbox"/> Water & sewer | <input type="checkbox"/> Internet                                    |
| <input type="checkbox"/> Trash removal | <input type="checkbox"/> Home security service                       |

**Utilities Connected (new home – beginning on closing day)**

- |  |   |
|--|---|
| <input type="checkbox"/> Electric      | <input type="checkbox"/> Telephone – land line  |
| <input type="checkbox"/> Gas           | <input type="checkbox"/> TV                     |
| <input type="checkbox"/> Water & sewer | <input type="checkbox"/> Internet               |
| <input type="checkbox"/> Trash removal | <input type="checkbox"/> Home security services |

**Change Your Address**

- |  |  |
|--|--|
| <input type="checkbox"/> Banks   | <input type="checkbox"/> Children’s schools  |
| <input type="checkbox"/> Insurance providers   | <input type="checkbox"/> Doctors & dentists  |
| <input type="checkbox"/> Credit card companies   | <input type="checkbox"/> Attorney  |
| <input type="checkbox"/> Auto & other loans  | <input type="checkbox"/> Accountant  |
| <input type="checkbox"/> Magazine & newspaper subscriptions  | <input type="checkbox"/> Other professional services   |
| <input type="checkbox"/> Clubs and organizations   | <input type="checkbox"/> Employers   |
| <input type="checkbox"/> Home security service   | <input type="checkbox"/> Pension plans   |
| <input type="checkbox"/> Mobile phone & other services/subscriptions   | <input type="checkbox"/> Family & Friends  |
| <input type="checkbox"/> USPS<br><a href="https://www.usps.com/manage/forward-mail.htm">https://www.usps.com/manage/forward-mail.htm</a> | <input type="checkbox"/> Change your address with the IRS - fill out form 8822 <a href="http://www.irs.gov/pub/irs-pdf/f8822.pdf">http://www.irs.gov/pub/irs-pdf/f8822.pdf</a> |

**One Day Prior to Moving Day**

- |  |   |
|--|---|
| <input type="checkbox"/> Mow the lawn one last time, especially if your home won’t be occupied immediately after you move out. | <input type="checkbox"/> Pick up food and beverages for helpers unless you are having it delivered. |
| <input type="checkbox"/> Take beds apart. Sleep on the mattresses and box springs on the floor.                                | <input type="checkbox"/>  |

**Moving Day**

- |  |   |
|--|---|
| <input type="checkbox"/> Remove bedding from beds.   | <input type="checkbox"/> Serve food and beverages to helpers/volunteers.  |
| <input type="checkbox"/> Walk the movers/helpers through new home and direct them on where things go and any special instructions. | <input type="checkbox"/> Tape names to the doors in your new home to assist your movers in getting things to the correct rooms. |

**Secure the House Before You Leave**

- |  |  |
|--|--|
| <input type="checkbox"/> Water (faucets) shut off?   | <input type="checkbox"/> Windows shut & locked?  |
| <input type="checkbox"/> Appliance manuals left for new owners?                            | <input type="checkbox"/> All lights turned off?  |
| <input type="checkbox"/> Old house keys, garage door openers, and alarm codes surrendered? | <input type="checkbox"/> Do a final check to make sure that you haven’t left anything. |
| <input type="checkbox"/> Final trash & recycling taken out?                                | <input type="checkbox"/> Doors shut & locked?  |

**After Your Move**

- |  |  |
|--|--|
| <input type="checkbox"/> Make sure your new home has smoke detectors, carbon monoxide detectors, and fire extinguishers. | <input type="checkbox"/> Consider changing the locks, especially if you are uneasy about keeping the locks that came with the house. |
| <input type="checkbox"/> Get new driver’s license with new address   | <input type="checkbox"/> Check on licensing requirements for pets.   |
| <input type="checkbox"/> Order checks with new address   | <input type="checkbox"/> Update your address for voter registration.   |