

# MOVING CHECKLIST

## Getting Ready to Move

### SIX WEEKS BEFORE YOU MOVE

- INVENTORY: Make an inventory of everything to be moved.
- MOVER: Select mover, arrange for exact form of payment at destination (cash, check).  
Get cartons and packing materials to start packing NOW, unless you have packing services.
- INSURANCE: Contact insurance agent to transfer/cancel insurance coverage.
- RELOCATION: If relocating as part of employment, check with employer to find out what moving expenses they will pay.

### TWO TO FOUR WEEKS BEFORE YOU MOVE

- UTILITIES: Notify all your utility providers to provide them with dates to disconnect your gas, electric, cable TV and other utilities. Contact Stark Essentials to set up a date to turn on or disconnect utilities.
- RECORDS: Check with doctors and dentists for all family records and prescriptions and get veterinary records for pets.
- SCHOOLS: Notify children's schools and have records transferred if necessary.
- CHANGE OF ADDRESS: Contact the USPS to complete a change of address form.  
Notify your friends and family of your new address.
- SUBSCRIPTIONS: Notify all of your magazine & newspaper subscriptions of your change of address.
- DRY CLEANING: Dry clean clothes to be moved, pack in protective wrappers.
- MOWERS: Service power mowers, boats, snowmobiles, etc. that are to be moved, drain all gas/oil to prevent fire in moving van.
- FREEZER: Check freezer and plan to use food over next 2-3 weeks.
- JEWELRY: Remove all jewelry and other valuables to a safe deposit box or other safe place to prevent loss during move.
- PLANTS: Make plans for your plants to be transported to your new home (most moving companies will not move plants, especially in winter). Plants can also be sold at a garage sale or given as thank you gifts.
- LOANED ITEMS: Remember to get back everything you may have loaned out and return anything that you may have borrowed.
- SERVICE CONTRACTS: Cancel any service contracts such as snow, lawn mowing etc.

## ONE WEEK BEFORE YOU MOVE

- BANKING:** If relocating to a new community, transfer or close checking and savings accounts. Arrange for cashier's check or money order to pay moving company on arrival to new community.
- VEHICLE:** If relocating to a new community, have automobile serviced for trip.
- FURNITURE:** Check and make inventory of all furniture for dents and scratches, notify moving company of your inventory and compare on final day.
- DISPOSAL:** Dispose of all combustibles and spray cans (spray cans can explode or burn).
- SEPARATE:** Pack a separate carton for cleaning materials and tools. Separate cartons and luggage you need for personal travel
- DOUBLE-CHECK:** Review the entire list to make certain that you haven't overlooked anything.

## MOVING DAY

- Plan to spend the entire day at the house to deal with last minute decisions. Don't leave until after the movers have gone.
- Hire a sitter or send the kids to a friend's house for the day.
- Stay with the moving van driver to oversee inventory.
- Tell packers and/or driver about fragile or precious items.
- Make a final check of the entire house - basement, closets, shelves, attic, garage, every room.
- Approve and sign Bill of Lading: if possible accompany driver to the weigh station.
- Double check with driver to make certain moving company records show the correct delivery address for the new house and the correct scheduled delivery date.
- Exchange phone numbers with the driver so that you can contact each other while en route if necessary.
- Disconnect all utilities.
- Lock all doors and windows. Advise your agent and neighbors that the house is empty.



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