



## Moving Checklist

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## **TIMELINE**

### **FOUR WEEKS BEFORE MOVE:**

- Ensure that you receive copies of all documents pertinent to the transaction
- Call for moving estimates to move your furniture and personal belongings
- Inventory all of household items
- Purchase moving supplies such as boxes, tape, rope and anything else you might need and Start Packing Now!
- Gather all items that you won't be taking with you from basement, shed, closets, garage and plan a garage sale or donate to charity
- Make a list of all people/organizations you must inform of your move/change of address
- Complete U.S. Postal Service change of address forms and mail them to all applicable publications, stores and organizations
- Get copies of all medical, dental, accounting, legal, school and veterinary records and arrange for transfer if necessary
- Contact insurance agent to transfer or cancel coverage
- Plan your travel route if you are driving to your new home
- Develop a plan for packing

### **THREE WEEKS BEFORE MOVE:**

- Arrange for news utility services at new address for Water, PG&E, Garbage, Phone & Cable
- Confirm moving company
- Notify banks of your move and either close accounts or transfer accounts to new state
- Collect all important papers for move such as will, insurance, deeds, stocks

### **TWO WEEKS BEFORE MOVE:**

- Prepare autos for trip if moving. Check tires, change oil and have serviced
- Leave garage door remotes, house keys, mailbox keys, manuals for appliances in kitchen drawer
- Prepare trip itinerary that include route, hotel stays, emergency contacts
- Schedule for appliance disconnects for day before move or on moving day
- Arrange for someone to take care of pets during move

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## **ONE WEEK BEFORE MOVE:**

- Call utility companies to confirm the transfer of service for Water, PG&E, Garbage, Phone & Cable service to your new home.
- Defrost Refrigerator/Freezer
- Pack boxes that you will need immediately upon arrival to new home and keep them with you
- Fill any necessary prescriptions
- Arrange for care for pets and children on day of move

## **MOVING DAY:**

- Put garage door remotes, house keys, mailbox keys and appliance manuals in kitchen drawer for new homeowners
- Record all utility meter readings so you do not get charged additional
- Review inventory checklist with your driver, give them a copy and keep two copies for yourself.
- Fill up your car with gas

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