

# MOVING CHECKLIST

Date of move:

Old address:

New address:

<b>6-8 weeks prior to moving date</b>		
<b>Complete</b>	<b>Action Item</b>	<b>Description</b>
<input type="checkbox"/>	Sort and purge	Take inventory of household items, and decide whether to keep, donate, or sell them
<input type="checkbox"/>	Pack	Pack up non-essential items and out of season goods/clothes
<input type="checkbox"/>	Sell/donate	Hold a garage sale or donate items
<input type="checkbox"/>	Get quotes	Get quotes from movers, car movers, moving trucks (ex. U-Haul, Penske, Enterprise), and storage facilities
<input type="checkbox"/>	Collect records	Obtain medical, dental, and insurance records
<input type="checkbox"/>	Find agent to sell or lease property	Secure a real estate or property management agent to handle property sale or lease
<b>2-4 weeks prior to moving date</b>		
<input type="checkbox"/>	Reserve movers	Reserve movers, moving trucks, and/or storage facilities
<input type="checkbox"/>	Cancel services	Cancel recurring services/memberships, such as newspaper, cable, water, electricity, gas, trash collection, sewer, internet, lawn, pool, gym, and landline
<input type="checkbox"/>	Notify government offices	Notify the Department of Motor Vehicles, Social Security, IRS, and update your voter registration
<input type="checkbox"/>	Change of address	Set up a forwarding address with USPS, change address for banks, credit cards, insurance companies, etc.
<input type="checkbox"/>	Start packing	Pack by separating items for movers and for yourself to take with you
<b>1 week prior to moving date</b>		
<input type="checkbox"/>	Pack for travel	Make sure to take items with you that aren't suitable for movers to move, such as valuables, pets, plants, etc. Also, be sure to bring items you may need during travel and your first few days of move-in, as well as cleaning supplies for the new place
<input type="checkbox"/>	Confirm movers	Confirm your reservation with movers; sign a bill of lading
<input type="checkbox"/>	Clean	Start cleaning the old home to save time on your last day
<b>Moving day</b>		
<input type="checkbox"/>	Final walkthrough	In order to ensure there's no deduction from your security deposit, do a final walkthrough to ensure nothing is left behind
<input type="checkbox"/>	Final clean and inspect	Ensure the place is cleaned

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## GENERAL INSTRUCTIONS

Using a moving list will help ensure your property, and sanity, is preserved. Additionally, it will help prevent and effectively resolve disputes with movers, should anything be lost or damaged. When filling out your checklist, be as detailed as possible. Make sure to include a thorough description of the property, describe its present condition, and add any additional notes that will help you keep track of it.

## WHAT IS A MOVING CHECKLIST?

A Moving Checklist is an important document to help you stay organized whether you are moving out of, or into a new home, apartment, or condo. The reality of moving is that it's a lot of work, and is often left until the last minute to figure out important specifics, resulting in lost or broken property, arguments with movers, and a hectic move-out or move-in day.

Just as driving cross-country is infinitely easier with a good map, or GPS, a comprehensive moving checklist makes the transition from one place to another seamless and organized. As a reference, a moving checklist is often referred to as:

- Checklist for Moving
- Relocation Checklist
- Planning Checklist
- Moving Worksheet
- Moving List
- Home Moving Checklist
- Pre-Moving Checklist

## HOW TO WRITE YOUR OWN

Comprehensive moving lists typically include three to four sections and primary milestones; taking inventory and pre-move essentials, the packing and moving stage, any last minute final details and considerations, and the move out day itself.

## WHY YOU NEED ONE

If it wasn't already apparent, you need a moving checklist when you are moving homes, apartments, or residences. According to the U.S. Department of

Transportation, every year, nearly 35 million Americans move homes or apartments. Additionally, in 2012, the Federal Motor Carrier Safety Administration (FMCSA) reported over 3,100 consumer complaints about household goods movers, a statistic that has been steadily increasing over the years. Some common reasons you should use a moving checklist include:

- You want to conduct a proper accounting of all your property,
- You need to inform relevant government and administrative bodies of your move,
- You have fragile property that you want to document,
- You want to document the current condition of all your property
- You want to make sure you get your security deposit fully refunded,
- You want to minimize disputes with landlords and movers.

Curb and prevent small issues, before they escalate into serious problems. Failing to use a moving checklist could result in an array of issues, including:

### Lost and damaged property:

In general, moving companies are responsible for loss or damage of property, however, sometimes that can be hard to prove. A moving checklist will properly document the property and its condition, leading to a clear-cut resolution should anything go missing or become damaged.

### Lost time:

Without a checklist, you risk complete and utter chaos when packing and unpacking, wasting time and energy on move-out and move-in day. Future disputes with your landlord or movers could require excessive and stressful legal action or arbitration.

### Lost money:

If your movers lose or damage anything, not only have you wasted time, you've also wasted your money. A moving checklist will help ensure a proper accounting of property, so there is a higher chance of receiving a refund after you move out. Failing to tidy up, or account for certain property could cause hassle for your landlord, and result in the loss of your security deposit.