

Hire it Done

Moving Checklist



Preparation, having a workable timetable and getting good advice is the key to success when planning move to new area! The following information should help you get started:

3 WEEKS BEFORE LEAVING:

- ☐ Tour your house and decide which items may be discarded, donated or sold at a yard/garage sale.
- ☐ Arrange for school records to be transferred.
- ☐ Begin using perishable food items since they cannot be transported.
- ☐ Use flammable items or give them away before you move. They cannot be transported.

2 WEEKS BEFORE LEAVING:

ADDRESS CHANGE

- ☐ Post Office: Give forwarding address.
- ☐ Charge accounts, credit cards.
- ☐ Subscriptions: Notice requires several weeks
- ☐ Friends & relatives.

BANK

- ☐ Transfer funds, arrange check-cashing in new city.
- ☐ Arrange Credit reference.

INSURANCE

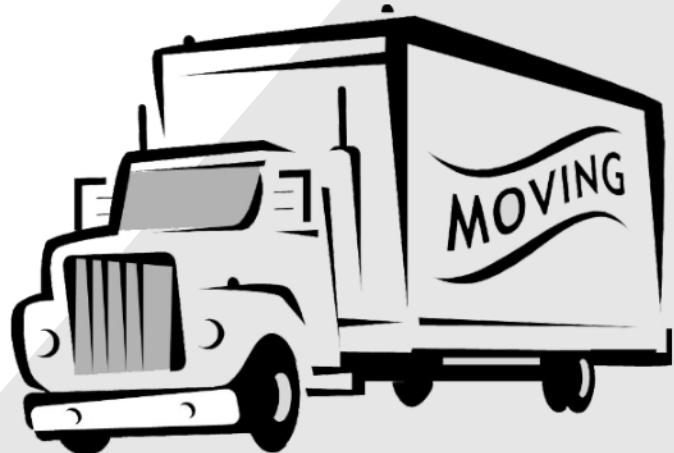
- ☐ Notify company of new location for coverage; Life, health, fire, auto.

UTILITY COMPANIES

- ☐ Gas, light, water, telephone, fuel, cable TV.
- ☐ Get refunds on any deposits made.

DELIVERY SERVICES

- ☐ Laundry, newspaper; change-over of services.



MEN ON THE MOVE

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PETS

- ☐ Ask about regulations for licenses, vaccinations, tags, etc.

ON MOVING DAY:

- ☐ Carry enough cash or travelers checks to cover the cost of moving services and expenses until you make banking connection in new city.
- ☐ Carry jewelry and documents yourself; or use registered mail.
- ☐ Plan for transporting pets; they are poor traveling companions if unhappy.
- ☐ Carry travelers checks for quick, available funds.
- ☐ Let a close friend or relative know the route and schedule you will travel including overnight stops; use him/her as message headquarters.
- ☐ Make final check of every room and storage area.
- ☐ Leave all old keys needed by new tenant or owner with REALTOR or neighbor.

AND DON'T FORGET TO:

- ☐ Empty freezer; plan use of foods.
- ☐ Defrost freezer and clean refrigerator.
- ☐ Have appliances disassembled for moving.
- ☐ Clean rugs or clothing before moving; have them moving-wrapped.
- ☐ Check with your Moving Company regarding insurance coverage, labor, arrival day and payment.



AND AT YOUR NEW ADDRESS:

- ☐ Check on service of telephone, gas, electricity, water and cable TV.
- ☐ Check pilot light on stove, hot water heater, incinerator and furnace.
- ☐ Have appliances checked.
- ☐ Ask letter carrier for mail, they may be holding for your arrival.
- ☐ Have new address recorded on driver's license.
- ☐ Visit city offices and register for voting.
- ☐ Register family in your new place of worship.
- ☐ Register children in school.

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