

SA RW Group's Moving Checklist



TWO MONTHS BEFORE

- Collect cartons, gather moving supplies.
- Select mover and go over all details of the move.
- Begin packing unnecessary items.
- Have a yard sale or donate items to a charity.
- Plan menus to use up food in the cupboards.
- Contact IRS or your accountant regarding tax-deductible expenses.

ONE MONTH BEFORE

- Begin packing.
- Notify post office of change of address.
- Notify utility companies of changes or disconnections.
- Notify newspaper of address change or discontinuation.
- Collect and keep important papers handy (medical, etc.)
- Save moving receipts.
- Make any reservations for lodging.
- List important new phone numbers.
- If employer helps pay moving expenses, confirm what preparations, if any, you will be required to make.
- Decide what goes with you, what to sell and what to give away.
- Hold a garage sale or donate items.
- Finalize arrangements with your moving company, or make reservations if you're renting a truck.
- Call friends and relatives to let them know when and where you're moving (and to recruit moving day help if needed).

TWO WEEKS BEFORE

- Clear up outstanding accounts.
- Transfer checking and savings accounts and contents of safe deposit box.
- Cancel any direct deposit or automatic payment arrangements on bank account that will be closed.
- Call telephone company for assistance in arranging telephone service for your new home.
- Arrange for pet travel.
- Return/retrieve borrowed items.
- Service your car, especially if traveling a distance.
- Dispose of flammable liquids such as spray paints, aerosols, solvents and thinners, and gas in yard equipment such as lawn mowers.
- If shipping a car, empty gas tank to less than 1/4 of a tank by move day, do not completely empty—mover needs to be able to drive the auto on and off the van.
- Renew or transfer prescriptions.

WEEK OF MOVE

- Transfer or close bank account.
- Defrost refrigerator.
- Tag furniture to identify its location in the new home.
- Prepare "survival" package so the family can get along if the moving company is late.
- Arrange for new cell phone service.

DAY BEFORE MOVE

- Set aside moving materials, like tape measure, pocket knife, rope, etc.
- Pick up rental truck (if not using a moving company)
- Check oil and gas in your car.