

4
WEEKS
BEFORE MOVING

- Tour your house and decide what to keep, discard or donate to charity. (*Consider having a garage sale.*)
- Contact doctors and dentists. Get copies of renewable prescriptions. Have medical records transferred.
- Arrange to transfer school records.
- Check homeowner's insurance policies to see if moving is covered. Find out about insuring your new home.
- Transfer personal insurance records.
- Decide which items you will pack and which items movers will pack. Call for prices on material.

3
WEEKS
BEFORE MOVING

- Plan to use up most food before the move.
- Check and clear tax assessments.
- Arrange to have major appliances serviced.
- Use or give away any flammable material and ammunition.
- Notify post office of your new address. Notify magazines so that you will still get your subscriptions. You must fill out a change-of-address form for each person receiving mail.

2
WEEKS
BEFORE MOVING

- Make travel reservations for your trip.
- Close or transfer all charge accounts. Clear out your safety deposit box. Return library books and other borrowed items. Collect loaned items, lay-away, storage, etc.
- Arrange to discontinue utilities and delivery services.
- Protect your shipment by disposing of flammable material, fireworks, matches, cleaning fluid, acids, pressurized cans, etc.
- Arrange connection of utilities in new home.
- If you are moving out of an apartment building, check with your building manager to determine whether it is necessary to reserve or obtain permission to tie up elevators, loading docks or parking space for the move.



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Moving Checklist

CONTINUED FROM REVERSE SIDE

1
WEEK

BEFORE MOVING

- Empty, defrost and clean your appliances. Leave open so that they dry completely.
- Update your bank with your new address.
- Arrange to have cash, cashiers check or Visa, Mastercard or Discover to pay supervisor when move is complete.
- If driving, set aside maps, games, snacks, flashlight, and other items you'll take in the car. Confirm travel reservations.
- Start packing suitcases.
- Drain gasoline from lawn mower, snowblower and any other power appliances and tools of any gasoline and oil.

1
DAY

BEFORE MOVING

- Confirm all of your moving plans with your moving company.
- Put cleaning supplies, toiletries, and coffee pot in special box to be loaded last, unloaded first.
- Gather all items you are carrying with you (*ie; valuables, jewelry, medication, irreplaceable items, etc.*)
- Charge cell phones, put chargers away.

MOVING DAY: BE ON HAND TO ANSWER QUESTIONS, SIGN PAPERS, AND MAKE FINAL CHECK.

Delivery Day – Be on hand to answer questions, pay the driver, inspect furniture, and guide movers to where your furniture should be placed.

PEOPLE TO NOTIFY

- Post Office
- Insurance Companies
- Local Credit Bureau & Creditors
- Financial Institutions

- Magazine Subscriptions

- Church

SERVICE COMPANIES TO NOTIFY

- Electric Company
- Gas or Fuel Company

- Telephone, Internet, TV Company

- Newspaper

- Water Company

- Laundry or Diaper Service

- Garbage Removal Service

