

# MOVING HOUSE CHECKLIST

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5 - 4 weeks before moving:	
<input type="checkbox"/>	Arrange moving with a moving company or hire of a truck.
<input type="checkbox"/>	Contact your current insurance company agent of your move to organise the transfer or modification of policies.
<input type="checkbox"/>	If renting, give your landlord a 30 day written notice.
<input type="checkbox"/>	Make a list of people you need to notify about your move.
<input type="checkbox"/>	Make a list of items you do not want to move (to sell at a garage sale, for giving away to charity, to give back to neighbours, ...) and earmark these accordingly at the same time. Throw out what needs to be thrown out. In this context pay attention also to any inflammables such as paint, turpentine, and the like as these are not allowed to be stored and/or transported by moving companies.
<input type="checkbox"/>	Now is the time to start your packing. Items that aren't used often (e.g. stored in your basement / garage / at the back of cupboard) should be the first to be packed.
<input type="checkbox"/>	Identify contents of each box and state the location where it is to go ("1storage", master bedroom, garage). Store packed boxes accordingly to make sorting out and loading on moving day easy.
<input type="checkbox"/>	Make a list and keep it up to date about what you need to collect and return before you move (from the cleaners, to the library, ...)
<input type="checkbox"/>	Separate the boxes and luggage needed for yourself and your family during the moving process.
<input type="checkbox"/>	Set a date for your garage sale (approx. 30 days before you move) and arrange necessary advertisements and announcements for this garage sale with the papers.
<input type="checkbox"/>	Arrange the transfer of your children's school records to new school, get your family's dental and medical records and necessary letters of introduction.
	Notify change of address: <input type="checkbox"/> Magazines, clubs and associations <input type="checkbox"/> Banks <input type="checkbox"/> Doctors <input type="checkbox"/> Department of Transport (Driver's Licence)
<input type="checkbox"/>	If you own a pet, get records and medical history, immunisation certificates, etc from your vet.
<input type="checkbox"/>	Start to use up your frozen food from the deep freezer and try not to add any more.
4 - 3 weeks before moving:	
<input type="checkbox"/>	Contact moving company to confirm moving date.
<input type="checkbox"/>	Arrange to have your lawnmower, weed eater etc. serviced for moving in order to avoid any damage due to possible leakage and/or fire during the move. Have any oil or fuel drained (pay attention to the rules and requirements of the self storage company and the moving company).
<input type="checkbox"/>	Plan your actions for moving day (travel route, stops, accommodation, ...) and make bookings accordingly.
<input type="checkbox"/>	Confirm your moving schedule with real estate agent/landlord/vendor at the new location. Arrange interim housing if required.
<input type="checkbox"/>	Have your garage sale as planned.

**3 - 2 weeks before moving:**

- Ensure all relatives and friends have been notified of your new address.
- Have your mail forwarded to new address from the post office from moving day onwards.
- Have your car(s) serviced by your trusted mechanic, it could take a while before you find another one.
- Make plans for spending your last night at your old address: - where you will stay, whether and how you will celebrate/say your last good-byes, etc.

**2 - 1 weeks before moving:**

- Order newspaper subscription(s) for your new address.
- Collect all your items from the cleaners, take back your books to the library, give borrowed items back to their owners (neighbours, friends, relatives, ...).
- Settle any outstanding bills.
- If appropriate, transfer or close your current bank accounts.
- Make sure your rubbish is collected before you are moving from the old address.

**1 week before moving:**

- Make a plan to use any remaining food in your refrigerator over the last days in your old home.
- Plan for any special needs (of children/pets/sick people, ...) prior to, during and after the move. Have some medication handy (band aid, pain killers, ...).
- Pack a kind of emergency box with some tea bags or other drinks, cookies, snack food, mugs, can opener, glasses, towel, soap, screw driver, ...)
- Consider having your children or pets supervised by other people on moving day and make arrangements accordingly.
- Wash and dry your laundry.
- Remove items if these have not been sold with the house (maybe curtains, blinds, lights, ...)

**3 days and less to moving day:**

- Pack your personal luggage. Carry jewellery and valuable documents yourself.
  - Defrost and clean deep freezer/refrigerator. Empty water from washing machine, dish washer.
  - Keep separate your cleaning equipment for final cleaning of your old home and preparatory cleaning of your new home. (Moving companies are not allowed to transport any inflammables and storage companies do not store them either). Check with companies' policies.
- Stop Supplies:
- Ring power company to have the meter read (allow 2 working days).
  - Have gas meter read.
  - Arrange disconnection or transferral of phone.
  - Stop delivery of milk, bread and newspapers and maybe other services.

**1 day before moving day:**

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| <input type="checkbox"/> | Inspect your home from top to bottom, yards, attic, garage - any spot you can think of. Check cupboards, drawers and possibly secret storage areas for belongings that may have been left behind so far. Pay attention also to the areas around the house in order not to leave anything behind you would not like to miss (statues, urns, water features, pots, rocks, ...) if not sold with the house. |
| <input type="checkbox"/> | Empty water bed. Allow plenty of time to drain. May take several hours to be ready to be transported.  |
| <input type="checkbox"/> | Water the pot plants you want to move and when dried sufficiently put them into boxes tightly so that they support each other. Each small plant with pot can be rolled in a type of newspaper tube to keep them separate.  |
| <input type="checkbox"/> | Make sure to pack your everyday items in a way so that you can identify and use them easily when you need them.  |
| <input type="checkbox"/> | Make sure that items you need first at your destination are marked "load last" so that they are unloaded immediately.  |

**Moving Day:**

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| <input type="checkbox"/> | Spend the time at the old house. Don't leave until the movers have gone. Oversee the inventory with the moving company.  |
| <input type="checkbox"/> | Make sure the gas, power and water meters have been read.  |
| <input type="checkbox"/> | Check that the phone have been disconnected. If appropriate, check that the electricity and gas have been disconnected. Turn off all switches. It may be wise to turn off the water heater and drain it. Lock all windows and doors. |
| <input type="checkbox"/> | Hand keys to landlord/real estate agent and collect keys for new home.   |
| <input type="checkbox"/> | Meet removal men at the self storage facility and/or new address and supervise the unloading.  |
| <input type="checkbox"/> | Have a glass of bubbly and celebrate the successful move!  |

Invite your mortgage broker to the housewarming party to shout you a round of drinks!