



## LOCAL MOVING CHECKLIST

### 4-5 Weeks Prior to Move: Organizing details

- Call Changing Places Moving to schedule your estimate.
- Contact insurance agent to transfer and adjust property, fire and auto insurance.
- Gather irreplaceable items to carry with you on your move (wills, stock certificates, jewelry, photos, etc.).
- Complete change-of-address forms: available from your local post office or online at [www.usps.com](http://www.usps.com).

### 3-4 Weeks Prior to Move: Take an objective look

- Decide what will go with you and what can be left behind. Remember: The more you move the more it will cost.
- For each item in the “leave behind” pile-decided if you going to sell it, give it away or dispose of it before your move.
- Have a garage sale at least two weeks prior to your move and advertise it locally.
- Decide with items you want [professionally packed](#).
- Start collecting suitable boxes and packing materials, if you are doing the packing.

### 2-3 Weeks Prior to Move: Preparing items you don't use often

- Make your final packing decisions.
- Clean and clear your home, including closets, basements and attics.
- Drain the oil and gasoline from lawnmower and power tools to ensure safe transport.
- If moving appliances, schedule disconnection and preparation.
- Backup all computer files and consider saving them in an online location or carrying them with you. Be sure to disconnect your computer and pack it (unless we are packing it for you).
- If you need to store anything, ask your consultant about storage options.

### 1 Week Prior to Move: Tie up all loose ends

- Check through the Move Planner, provided by your Changing Places Moving representative – to be sure you haven't forgotten anything.
- Arrange to have your utilities (electric, gas, phone, etc) disconnected they day AFTER your scheduled move out.
- Call ahead to have utilities connected at your new home the day before, or the day of, your move in.

- Make it clear which items you are taking yourself. If you have a closet or extra room available, put all of these items together and label them accordingly to avoid confusion.
- Give you representative phone number(s) to reach you during the move.
- Clean your stove, empty, defrost and clean your refrigerator and freezer at least 24 hours before moving to let them air out. Try using baking soda to get rid of any odors.

**Move Day: Take a final look around**

- Be on hand when the movers arrive.
- When the crew arrives, review details and paperwork.
- It's your responsibility to make sure everything is loaded-so stay at the origin home until loading is completed. Do a final walk-through before the crew leaves.
- Take a final look: lights are off, furnace/AC are adjusted, water is off, utilities arranged for disconnection, closets are check, windows and exteriors are closed and locked, old house keys/garage door openers left for new occupants.
- Be there to greet movers at your new home. Plan to be there to direct the placement of your items and answer questions.
- Have payment on hand for moving charges. If you wish to pay by credit card, your lead driver will call it into the office.