

Your Personal Moving Checklist

PLANNING YOUR MOVE

All Carolina Professional Packing and Moving Checklist

From choosing your moving company to settling into your new home, the following Moving Planner Checklist guides you to make sure nothing is overlooked and everything goes smoothly.

Starting early is helpful and will make the whole process easier. However, if you started late, don't worry, we have provided many resources here to help you get through it quickly.

Six to Eight Weeks Before Your Move

- ✓ Create a "Moving Planner Folder" file using an organizer folder with pockets to keep track of all your moving details and collect your receipts for moving-related expenses.
- ✓ Start to use up things you can't move, such as frozen foods and cleaning supplies.
- ✓ If you're moving at an employer's request, verify your moving budget and your responsibilities.
- ✓ Obtain information about what moving expenses may be tax-deductible.
- ✓ Make a list with three columns: items to leave behind, items for moving company to move, and items you'll move by yourself. For each item you are not going to take with you, decide whether you'll sell it, give it away to charity, or otherwise dispose of it before your move.
- ✓ Make a list of everyone you need to notify about your move: friends, professionals, creditors, subscriptions, etc.
- ✓ Locate all motor vehicle registration and licensing documents.

- ✓ If you will need to store some of your belongings, make the necessary arrangements now.
- ✓ Collect all your personal records (school, medical, legal, and accounting). Ask for referrals where possible.

Five Weeks Before Your Move

- ✓ Submit a Change of Address form to the post office. ([Click here Change of Address](#))
- ✓ Arrange special transportation for your pets and plants.
- ✓ Arrange to Disconnect/Connect all utilities (gas, electric, oil, water, telephone, cable TV, and trash collection) at your old and new addresses. Keep phone and utilities connected at your current home throughout your moving day. ([Click here Change Utilities Wizard](#))
- ✓ Plan a garage sale to sell unneeded items or arrange to donate them to charity.
- ✓ If necessary make travel arrangements and reservations for your moving trip.
- ✓ Collect important papers (insurance, will, deeds, stock, etc.)

Four Weeks Before Your Move

- ✓ Create a floor plan of your new home and begin thinking about where you'll want to place furniture. Advance planning eases the stress of making major decisions when your furniture arrives at your new home. Mark and label specific pieces of furniture on your diagram and put it in your Moving Planner Folder.
- ✓ If you're moving out of or into a building with elevators, contact the building management to schedule use of the elevators and inquire about any other guidelines that must be followed.

Three Weeks Before Your Move

- ✓ If you're packing yourself, ask your moving company to deliver an assortment of boxes, this service should be free and you should only have to pay for the boxes you use. Start packing items you will not need to use until after your move.
- ✓ Have your automobile serviced if you're traveling by car.

Two Weeks Before Your Move

- ✓ Contact your Moving Consultant to review and confirm all arrangements for your move.
- ✓ If you're doing your own packing, start Packing. Label the contents of all boxes and pack carefully. Box essential items together and write "Open First/Load Last" on these boxes. When you move into your new home, you'll be able to easily identify these boxes and find essential items. It's a good idea to let a professional mover pack any fragile and valuable items. That's what they do for a living and they have proven methods for keeping your items safe. (Packing Guide)
- ✓ Arrange to close accounts at your local bank and open accounts in your new locale.
- ✓ Don't forget to withdraw the contents of your safety deposit box, pick up any dry cleaning, return library books and rented videotapes, etc.
- ✓ Drain gas and oil from power equipment (lawn mowers, snow blowers, etc.).
- ✓ Some state laws prohibit the moving of houseplants. Consider giving your plants to a friend or local charity.
- ✓ Make sure to notify your Moving Consultant if you add items to, or subtract items from, your planned household goods shipment or if there are any changes in the dates of your move.

One Week Before Your Move

- ✓ Check back through your Moving Planner Checklist to make sure you haven't overlooked anything.
- ✓ Prepare specific directions to your destination for your moving company. Make sure your Moving Consultant knows the phone numbers where you can be reached until you get into your new home.
- ✓ Defrost your freezer and refrigerator. Block doors open so they can't accidentally close on pets or children.

- ✓ **Have your major appliances disconnected and prepared for the move. (Again, your relocation consultant can help with arrangements for a third party to provide these services.)**
- ✓ **Prepare a "Trip Kit" for moving day. This kit should contain the things you'll need while your belongings are in transit. Make sure to load your Trip Kit into your car to avoid it being loaded into the van by mistake.**
- ✓ **Pack a box of personal items that will include all your jewelry and small valuables. Take this box in the car with you.**
- ✓ **Call ahead to confirm the utilities are connected at your new home.**
- ✓ **Contact your Moving Consultant to confirm arrival time of the moving van as well as to notify them of any last minute details.**

Moving Day

- ✓ **Strip your beds, and make sure the bedding goes into a Load Last box.**
- ✓ **Make sure that someone is at home to welcome your movers and answer any questions. Your Van Foreman should present you with a Your Right and Responsibilities brochure.**
- ✓ **It's important that an adult be authorized to take your place if you are unable to be present at any time while the movers are there. Let your Moving Consultant know to whom you have given this authority. Be sure that your chosen representative knows exactly what to do. Remember - this person may be asked to sign documents obligating you to charges.**
- ✓ **Accompany the Van Foreman as he or she inspects and tags each piece of furniture with an identifying number. These numbers, along with a detailed description of your goods and their condition at the time of loading, will appear on the inventory. Read your Bill of Lading and Inventory carefully before you sign them. Keep these -- and all related papers -- in a safe location until all charges have been paid and all claims, if any, have been settled.**
- ✓ **It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is completed.**

- ✓ Review your floor plan to refresh your memory about where you want furniture and appliances placed.
- ✓ Plan to be present when the moving van arrives. Be prepared to pay the mover before unloading. Have payment on hand for your moving charges. Unless other billing arrangements were made in advance, payment is required upon delivery in cash, traveler's checks, money order or cashier's check. Moving Companies do not accept personal checks.
- ✓ One person should check the inventory sheets as items are unloaded. A second person should direct the movers as to where to place items.
- ✓ Once all items are unloaded, unpack only what you need for the first day or two. Focus on creating a sense of home for your family. Give yourself at least two weeks to unpack and organize your belongings.
- ✓ Contact your Moving Consultant and inform them of the level of Quality and Service you received during the moving process.

For additional information on preparing for a move, please visit us at <http://carolinamoveus.com/>. You may also contact us directly at <http://carolinamoveus.com/contact-us/>, or request a move estimate at <http://carolinamoveus.com/move-quote-form/>.

