

[YOUR MOVING COMPANY]

MOVING CHECKLIST

Eight weeks out to the first week in — check off each line as it's done

Customer: _____ Phone: _____

Moving from: _____ To: _____

Moving date: _____ Arrival window: _____ Crew: _____ Truck: _____

8 WEEKS BEFORE

- ☐ Get a written quote and book the mover, with the date
- ☐ Start a moving folder: quotes, receipts, this checklist and the inventory sheet
- ☐ Walk every room and decide what moves, what sells, what's donated and what's trash
- ☐ Measure the big pieces and the new home's doorways, stairs and elevator
- ☐ Ask the new building about elevator bookings, loading zones and move-in hours
- ☐ If you're moving for work, ask what the employer covers and keep every receipt

6 WEEKS BEFORE

- ☐ Order boxes, tape, markers, paper and padding — more than you think
- ☐ Pack what you won't use before the move: books, decor, off-season clothes
- ☐ Start eating down the freezer and the pantry
- ☐ Ask your mover for the list of items they can't carry — fuel, propane, paint, aerosols, plants — and plan to move those yourself
- ☐ Book the day off work, and childcare or pet care for moving day
- ☐ Sell or donate the furniture that isn't making the trip

4 WEEKS BEFORE

- ☐ File your change of address with the post office
- ☐ Update your address with the bank, employer, insurer and subscriptions
- ☐ Book the utilities: disconnect at the old home the day after you leave, connect at the new one the day before you arrive — power, gas, water, internet, trash
- ☐ Transfer school, doctor, dentist and vet records; refill prescriptions
- ☐ Pack room by room — write the room and a box number on two sides of every box
- ☐ Add each box to the inventory sheet as you seal it

2 WEEKS BEFORE

- ☐ Confirm the date, the arrival window and the crew size with the mover
- ☐ Confirm parking and the elevator at both ends

- ☐ Back up computers, phones and photos
- ☐ Drain fuel from the mower, trimmer and tools; empty and clean the grill
- ☐ Return library books and anything borrowed; collect anything lent out
- ☐ Cancel or move deliveries, cleaners and lawn service to the new address
- ☐ Pack a first-night box: sheets, towels, toilet paper, soap, chargers, kettle, cups, a basic tool kit

THE LAST WEEK

- ☐ Defrost and dry the fridge and freezer 24 hours before the move
- ☐ Take photos of the cables behind the TV and computer before unplugging
- ☐ Take apart the beds and furniture the mover isn't doing
- ☐ Set aside what travels with you: documents, jewelry, medicines, laptops, keys, cash
- ☐ Pack the last room and finish the inventory sheet — every box numbered and counted
- ☐ Set the pets up somewhere quiet for the day, with food and water

MOVING DAY

- ☐ Walk the crew through every room: what goes, what stays, what's fragile
- ☐ Keep the inventory sheet with you and check each box and piece onto the truck
- ☐ Final walk-through: closets, cabinets, drawers, attic, garage, shed, behind doors
- ☐ Lights off, thermostat set, water off as the landlord or the buyer asked, windows locked
- ☐ Leave the keys and garage openers as arranged; take a photo of the empty home
- ☐ At delivery, count every box and piece off the truck against the inventory sheet
- ☐ Write anything missing or marked in the sheet's Notes column before the crew leaves

THE FIRST WEEK

- ☐ Unpack the kitchen and the bedrooms first; the rest can wait
- ☐ Change the locks and find the water shut-off and the breaker panel
- ☐ Test the smoke and carbon monoxide alarms
- ☐ Update your driver's license, vehicle registration and voter registration
- ☐ Register with a new doctor, dentist and vet
- ☐ Break down the boxes — or ask the mover whether they collect them

Local moves run on this timeline; a long-distance move adds a delivery window of several days — ask the mover for the dates before you book the utilities.

[Your moving company] · [Your phone] · [Your website]