

Moving Checklist



The Basics

- Review your relocation package if applicable. Determine what expenses will be paid by your company.
- Collect estimates from moving companies + commitment of pickup and delivery dates. Get references. Check limits of insurance they offer and if it covers replacement cost. Purchase additional insurance if necessary.
- Arrange storage facility + check insurance.
- Arrange transportation for pets/automobiles.
- Arrange transfer of your bank accounts; order checks with new address; clean out safety deposit box.
- Change address with post office.
- Give daycare advanced notice of withdrawal.
- Arrange transfer of student records with new school.
- Change insurance policies: property, auto, medical.
- Give notice of resignation to organizations and/or clubs
- Cancel newspaper subscriptions.
- Start a log of moving expenses receipts (some may be tax deductible).

2 Weeks Before the Move

- Purge belongings to determine what you really want to take. Tag the rest and sell/donate.
- Clean out club/gym/school lockers. Pick up all dry cleaning.
- Arrange changeover/disconnection of all utilities.
- Measure rooms in new home to determine where everything will go.
- Begin packing and label boxes.
- Retrieve/return all borrowed items from friends & neighbors.
- Clean out cupboards & plan meals so you can pack away what you don't need.

Helpful Resources

Change of address & simplify your move: moversguide.usps.com
Moving tips: protectyourmove.gov
School info: nces.ed.gov/ccd/schoolsearch
Locate childcare: childcareaware.org
IRS/Tax Deductions: irs.gov
Social Security Administration: ssa.gov

1 Week Before the Move

- Take inventory of items going with you personally. Keep valuable/irreplaceable items with you.
- Confirm arrangements & dates with moving & storage companies.
- Confirm hotel, rental car or temporary housing accommodations.
- Disassemble furniture.
- Notify IRS of new address. Check if moving expenses are tax deductible.
- Set aside vacuum and cleaning supplies.
- Make a "Survival Box" for the move. It should include:
 - Paper/pens
 - Envelopes & stamps
 - Cellophane
 - Scissors
 - Tape measure
 - Disposable cups, plates, utensils
 - Ziploc bags
 - Paper towels
 - Facial/toilet tissue
 - Instant coffee or tea
 - Toiletries
 - Prescription/OTC drugs
 - First-Aid kit
 - Can opener
 - Bottled water
 - Travel Alarm
 - Flashlight
 - Small tools kit
 - Trash bags
 - Snack/drinks
 - Children's games
 - Spare car keys

1-2 Days Before the Move

- Clean/defrost refrigerator and freezer.
- Close bank accounts unless using another branch of the same bank.
- Conclude financial matters relating to the sale or lease of your home.
- Movers or family should complete packing of all items. Make sure boxes are labeled.

Moving Day

- Confirm delivery address, directions and delivery date with movers.
- Make sure boxes are clearly labeled and instructions are understood.
- Clean home/check grounds before leaving. Turn off appliances.
- Check thermostat, make sure windows/doors are locked.
- Leave forwarding address, garage door openers & keys (if agreed to) for the new owners or renters.
- If your home is going to be vacant, make sure a relative, neighbor or real estate agent has the keys and how to contact you. Notify your insurance agent & police department that the home will be empty.



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