

MOVING

CHECKLIST 101

Create binder/folder for moving records
(estimates, receipts, inventory lists, leases)



Disclaimer: This is by no way & extensive & exhaustive list but just a few highlighted points. We make no claim & take no responsibility should any damages occur.

8 WEEKS PRIOR

- Make any home repairs that you have committed to making.
- Organize & transfer records to places that need to be contacted.
- Plan how you will move vehicles, plants, pets & valuables.
- Plan your moving method (licensed & insured professional movers or self-moving) & get 3 estimates.
- Research storage facilities if needed.
- Return borrowed, checked-out & rented items.



- Schedule disconnection/connection of utilities at old & new home.
- Sell, donate or host a garage sale of items you don't want or need.
- Start using up food you have stored so there is less to move.
- Take photos & inventory of current home & important items.
- Talk with your accountant, insurance broker, or employer to see if any expenses are tax deductible, covered, or reimbursable.



4 WEEKS PRIOR

- Arrange for a babysitter or pet care on move day.
- Arrange for personal/family travel (air, hotel, car rental).
- Arrange for the care of plants & other delicate items.
- Ask movers if there are any items they are not able to move.
- Clear off worktables & place rakes, shovels & hoses in one location.
- Drain the oil & gasoline from lawnmower & power tools.



- Contact insurance agent to transfer property & auto insurance.
- Finalize moving method & make necessary arrangements.
- Finalize property contract, leases, payments, deposits, or refunds.
- Arrange cleaning & repair of carpets, drapery & furniture.
- Research healthcare professionals/places of interest in your new location.
- Take your vehicle(s) in for a tune-up, especially if you are traveling far.



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 **A SMART MOVE**
Calm The Chaos Of Moving

MOVE DAY

- Eat a healthy breakfast.
- Go early to pick up the truck if you rented one & make sure you have a padlock for the truck.
- Unless your pets are in boarding, confine your pets to an out-of-the-way room so they aren't agitated by the activity.
- Record all utility meter readings upon departure & upon arrival.
- Take movers/helpers through the house to inform them of what to take, what to leave, take inventory & sign bill of lading. Confirm new address.
- Have drinks & snacks to give movers/volunteers.
- Have payment on hand for moving/cleaning charges. If you wish to pay by credit card, have that set up prior to the move. Have cash on hand for tips.
- Leave your contact info for new residents to forward mail.
- Take a final look: lights are off, furnace/AC is off, water is off, closets are checked, windows & exteriors are closed & locked.



- Replace locks if necessary & make at least 2 copies of your new keys. Leave garage door openers/old house keys.
- Clean the new house as needed (especially where furniture will be going). Clean the old house for the new tenants.
- Perform an initial inspection, note all damages, take photographs if needed.
- Make sure all utilities have been disconnected & connected respectively & all bills are current.
- Check for damages while unpacking - be aware of the deadline for insurance claims.
- After you are moved in, update your home inventory including photos of rooms.
- Keep copies of the bill of lading & inventory sheet until your possessions are delivered, the charges are paid, and any claims are settled.
- To prevent damage, avoid using equipment & appliances 24 hours after delivery - allowing them time to adjust to room temperature.



CHANGE OF ADDRESS/CANCELLATION OF SERVICE

- Friends & Family
- Employers
- Bank/Credit Cards/Store Cards
- Magazines, Newspapers & Periodicals
- Government Agencies - IRS, Social Security, DMV, Voter Registration
- Home Services - Pool, Gardeners, Pest Control, Housekeepers, Water & Laundry

- Insurance - Auto, Home, Medical & Life
- Memberships - Tennis, Golf & Gym
- Physicians - Doctors, Dentists, Opticians, Specialists & Vets
- Professionals - Accountant, Lawyer, Stockbrokers, Pension & Loan Broker
- Schools & Religious Organizations
- Subscriptions - Netflix, Meal Deliveries & Amazon

UTILITIES

- Cable
- Internet
- Electric
- Refuse
- Phone

