



# *Moving Checklist list*

## *8 Weeks Before Your Move*

- Go through every room of your house and decide what you'd like to keep and what you can get rid of.
- Start investigating moving company options. It is more convenient to request an on-site estimate (not over the phone). Get an estimate in writing from each company, and make sure it has a USDOT (U.S. Department of Transportation) number on it.
- Plan a budget for moving expenses. Create a "move file" to keep track of quotes, receipts and other important information.

## *7 Weeks Before Your Move*

### **Start compiling medical, dental, shot and prescription records.**

- Ask doctors for referrals in your new city.
- Arrange to have school records and veterinarian records transferred.
- Gather copies of legal and financial records.

## *6 Weeks Before Your Move*

- Begin purging your home. Separate items into those you will keep, donate or discard.
- Order boxes and other supplies such as tape, Bubble Wrap, and permanent markers.  
Don't forget to order specialty containers, such as dish barrels or wardrobe boxes.
- Start using items that can't be moved such as frozen foods, bleach, and aerosols

## *5 Weeks Before Your Move*

- Begin packing items you don't use often.
- Clearly label each box with its contents and the room it is destined for.
- File a change of address with the Postal Service, or ask them to hold your mail at the post office in your new city.

## *4 Weeks Before Your Move*

- Reserve your move online or by phone
- **Notify these utility services of your move** (both at your old and new locations)
  - ✓ Gas
  - ✓ Electric
  - ✓ Water
  - ✓ Telephone
  - ✓ Cell phone

- ✓ Cable/Satellite and internet
- ✓ Sewer
- ✓ Trash Collection
- ✓ Make travel arrangements for your pets.

## *3 Weeks Before Your Move*

- Have your automobile serviced.
- Make travel arrangements for your pets.
- Put copies of pet medical and immunization records in your move file.

## *2 Weeks Before Your Move*

- **Begin packing.** Start packing the things that you use most infrequently, such as the waffle iron and croquet set.
- **Label.** Clearly label and number each box with its contents and the room it's destined for.  
This will help you to keep an inventory of your belongings. Pack and label "essentials" boxes of items you need right away
- **Separate valuables.** Add items such as jewelry and important files to a safe box that you'll personally transport to your new home. Make sure to put the mover's estimate in this box. You'll need it for reference on moving day.
- **Do a change of address.** Go to your local post office and fill out a change-of-address form, or do it online at [usps.gov](https://usps.gov). But in case there are stragglers, it's always wise to ask a close neighbor to look out for mail after you've moved. Check in with him or her two weeks after the move, and again two weeks after that.
- **Notify important parties.** Alert the following of your move: banks, brokerage firms, your employer's human resources department, magazine and newspapers you subscribe to, and credit card, insurance, and utility companies.

- **Forward medical records.** Arrange for medical records to be sent to any new health-care providers or obtain copies of them yourself. Ask for referrals.
- **Arrange to be off from work on moving day.** Notify your office that you plan to supervise the move and therefore need the day off.
- **Confirm parking for your moving trailer or moving container.** Obtain permits if needed.
- Plan meals for the last weeks to use up your food.

## **1** *Week Before Your Move*

- Review your moving plans with your moving consultant. Email or call with questions.
- Plan how you will pay the moving company. If you planning to pay for your move by debit or credit card, contact your bank or credit card company, check your balance. If you paying by cash, get it ready. If the staff has done a good job, 10 to 15 percent of the total fee is a good tip. If your move was especially difficult, you might tip each mover up to \$100. Don't forget that refreshments are always appreciated.
- Notify friends and family of your new address and phone number with a free Moving Notice.
- Pack an essentials box to keep with you during the move.
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.
- Drain water hoses and waterbeds.
- Measure furniture and doorways to determine if larger pieces will fit through the door.
- Empty and defrost refrigerator at least 24 hours before the move.
- Fill any prescriptions you will need during the move.

## *Moving Day Checklist*

- Load goods in a pre-designated order, saving "last load" items for the rear of your shipment.
- Check every room and closet one last time to make sure nothing is left behind.
- Leave a note with your new address so that future residents can forward stray mail.

## *Moving In Checklist*

- Clean your new home, make sure everything is in working condition and make any repairs before your moving trailer arrive.
- Pick up any mail being held at the local post office
- Unload your items and begin organizing your new home.

## *After the Move Checklist*

- Keep all receipts and documents in your move file and store it in an easy-to-remember location.
- Get a new driver's license and automobile tags, register to vote, etc.
- Contact the local paper for a new subscription.
- Enjoy your new home!

***Even with a long to-do list, moving doesn't have to be stressful! Gentlemen's Moving is the solution that makes it easier and more affordable than you ever imagined. Call or email us today for a free moving quote, and our moving expert will help guide you through the entire process.***

*Take notes*

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