

# MOVING CHECKLIST

## TWO MONTHS BEFORE THE MOVING DAY

- Plan ahead, create a to-do list so you can cross out tasks as you accomplish them.
- Contact Clutch Moving Company to get a quote and make a reservation for the day you would like to move into your new home.
- Create a floor plan for your new home for furniture and appliance placement.
- Make an inventory of household goods and begin to remove clutter (start with the basement, attic, garage, and other storage areas)
- Start a file of all your moving paperwork (estimates, Certificate of Insurance, receipts, etc).
- Arrange if the transfer of school records.
- Get your new home ready- Contact painters, carpenters, plumber, roofers, etc. so your new home is ready when you arrive. Remember to change the locks on all the doors in your new home. Communicate with the landlords and/or property managers.

## SIX WEEKS BEFORE THE MOVING DAY

- Obtain and fill out post office change-of-address cards.
- Subscribe to the paper in your hometown or go online to know more about your new community.
- Make arrangements for storage if necessary.
- Ask your doctors or health plan providers for referrals, and obtain all medical records.
- Have antiques, pieces of art, and other valuables appraised  
Clean all closets and drawers.
- Start using foods and cleaning supplies that cannot be moved.

## FOUR WEEKS BEFORE THE MOVING DAY

- Schedule disconnection of all utility services at your old home, and connection of them at your new place. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the telephone company, request your refund.
- Confirm details with Clutch Moving Company (If there is any change in address, inventory, moving plans, etc.).
- If you are packing yourself, obtain packing materials and start packing items you won't need until after you arrive at your new house. (See our packing tips).
- Arrange for cleaning and repair of furniture, drapes, and carpeting.
- If getting extended insurance, check with your insurance company to see how your possessions are covered during transit.
- Make any travel plans necessary for your move.
- Check to see if you need any moving permits.
- Plan your moving sale. Remember to check with local authorities about restrictions.
- Collect your important records- Gather personal and family records, including medical and dental, veterinary and school records, legal and financial documents, birth certificates, passport, and insurance documents.

## THREE WEEKS BEFORE TO MOVING DAY

- Properly dispose of items that cannot be moved such as flammable liquids.
- If moving to another state, prepare auto registration for transfer.
- If you are moving in and or out of an apartment, arrange for use of the elevator.
- Make child-care arrangements for moving day.
- Hold your moving sale.

## TWO WEEKS PRIOR TO MOVING DAY

- Arrange for disposal of anything not sold at your moving sale. Service your car in preparation for the move.
- If you're moving from a warm climate to a cold one, check your antifreeze.
- Return any borrowed items (including library books) and retrieve any loaned items.
- Cancel newspaper delivery.
- Notify any creditors of your move.
- Transfer prescriptions and be sure you have an adequate supply of medications on hand.
- Assemble a file folder of information to leave for the new owner of your home.
- Change your address - One week before your move, send change-of-address cards to everyone who will need to contact you.
- Pick up the laundry. Laundry tickets are easy to misplace, so ask for your things by name and not just by the receipts you have.
- Pack a travel kit, ID, flashlights, keys, toiletries, tools, paper plates, cups, towels, travel alarm clock, aspirin, bandages, and games for the kids. Also, pack a suitcase with clothing and other personal items.

## ONE DAY PRIOR TO MOVING DAY

- Transfer your bank accounts.
- Take animals to the vet for immunization, if necessary.
- Close and empty your safe deposit box.
- Settle any bills with local businesses.
- Drain power equipment of oil and gas. Drain water hoses.
- Find new homes for plants that will not be moved.
- Confirm any travel reservations.

- Drain your waterbed.
- Defrost refrigerator and freezer, propping doors open.
- Let movers pack your belongings (unless it's a do-it-yourself move).
- Disconnect and prepare major appliances for moving.
- Set aside anything that will travel in your car so it will not be loaded on the truck. Pack a box of items that will be needed first at the new house. Mark this box "Load Last"
- Obtain cash or traveler's checks for the trip and pay the movers. Confirm the arrival time of your moving van/truck.
- If moving yourself, dismantle beds and other large furniture.

## MOVING DAY

- Be sure someone is at the old house to answer questions the movers may have.
- Note all utility meter readings.
- Double-check your home before leaving to make sure you have not left anything personal behind.
- Supervise unloading.
- Be prepared to pay your mover with cash, certified check, or traveler's checks unless other arrangements have been made in advance.

## MOVE COMPLETED!

**THANK YOU FOR CHOOSING CLUTCH!**



Email: [sales@clutchmovingcompany.com](mailto:sales@clutchmovingcompany.com)  
 Call: (650) 535-2424

FOLLOW US ON...

