

Your Comprehensive Moving Checklist: Everything You Need To Move, From A to Z

*A Free guide, brought to you by: **National** Transport, LLC*



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Auto Shipping Companies- can help you stay organized by providing a list of reputable home movers in your area or by even offering up a great list of resources (such as this one) for tips and advice when you're getting ready to move. Besides this, car shippers make your move easier by offering vehicle shipping services from your current location to your new one with incentive such as: door-to-door auto transport, car transport tracking, fully enclosed car transport, guaranteed pick up and delivery dates as well as insurance on your vehicle. Simply visit www.nationaltransport.com or give National Transport, LLC a call at 1.800.665.5022 to find out more or to get a free instant rate quote.

Boxes-If you're strapped for cash or are trying to save money, check with your local supermarket at the customer service desk and ask if they have any leftover boxes from shipment. Most of the time, they will be more than happy to give you whatever boxes they have. Just make sure that you request boxes that haven't been transporting meat or other perishable items.

Change of address- Approximately four weeks outside of your actual moving date, you will probably want to go ahead and fill out your change of address form to be submitted. You can do this by going to any of your local post offices. Many Postal Services also offer this option as a courtesy online for nominal fee. If you're not sure what your new permanent address will be, simply ask the Postal Service to hold your mail until you figure things out.

Doctors & dentists, etc.- Approximately a month or so before your actual moving date, you may want to contact your various doctors, dentists and/or other specialists in order to obtain medical records as well as possible referrals to new physicians and/or specialists in your location.

Expensive items- Depending on the kinds of items you have, you may want to opt to have certain items sent to your new address via priority mail or certified mail in order to ensure that they get there safely. Such items may include things such as: legal documentation, jewelry, etc. As an aside, always make sure that these items are insured when they are sent through the mail.

Facilities to store your items- There is no rule that says you have to bring every single item with you to your new location. In the event that you want to travel light to your new place (i.e. In order to check out the layout or take measurements of your new home), then it may be wise to leave your items in storage until you are ready to have them delivered to your new home. Other options, of course, include finding a storage facility near to the area that you are relocating to so that you will have easier access to your items as well. *(continued on page 4)*

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Grab some friends and family- Sure, you can always opt to hire professional movers to help move the stuff out of your house. However, what about the downtime before the movers actually get there? If you have a lot of items that have built up over the years, it may be wise to enlist the help of some family and friends. In exchange, you can offer them free food or your free moving services the next time it's their turn to move.

Hold a garage sale- Separation from items you once loved and cherished is often difficult for those who are in the process of relocating to a new area. However, it is necessary to rid yourself of the things that you will no longer need in order to make room for new items that you will require. One of the easiest ways to do this is to host a garage sale. Not only will you get rid of some stuff, but you may make some extra cash as well.

Insurance policy changes- [Insurance policies](#) are different in each state as well and can even vary from town to town. Verify the insurance laws for the area that you will be relocating to and make sure that you register your vehicle and obtain tags as soon as you get there. Most states require vehicle registration within the first 30 days of living there, otherwise you will be penalized. Information that you may need to register your vehicle in a new state include: the vehicle title, sales or tax affidavit, current driver's license, vehicle identification certificate, current odometer reading, proof of insurance as well as proof of the vehicle passing an inspection.

Job assignments- When moving, it is imperative to get all of the help that you can get. However, sometimes when you gather a group of people together, chaos can ensue. In order to ensure that this doesn't happen, make a list of job assignments and task them out to each person involved in helping you out. Even kids can help out with a move by being assigned small tasks. Of course, you will only be able to task out assignments after you've created a 'moving checklist' and/or 'inventory sheet' of items.

Kids and pets- When traveling with small children, you may want to pack a few items to keep them busy during the plane flight or car ride. If you have pets, you may want to consider arranging for a special pet transport service if bringing them with you initially is not an option. In this case, make your pet transport arrangements a little over a month in advance, and don't forget to include any necessary medical records that may be required. *(continued on page 5)*

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Label all of your boxes- You don't need a fancy label maker to do this job (although having one certainly wouldn't hurt). Instead, all you need is a trusty Sharpie or magic marker to do the trick. Label Boxes in big enough (and neat enough) writing so that others besides yourself can understand it. If something is fragile, label it accordingly so that others know to exercise extra care when handling it.

Meet the neighbors- Remember the days when people used to bake apple pies and bring it to their new neighbors as a housewarming gift? While many of us don't do this anymore, it doesn't mean that you can't be cordial. Getting to know your neighbors is a positive endeavor because it helps to build a sense of community as well as lets people know who you are. In the event of an emergency, it is always good to have a trustworthy neighbor to call on.

New driver's license- One of your top priorities after you've unpacked and settled most of your things in your new home will be to obtain a driver's license through a local DMV or department of public safety. Most states require that you have a driver's license within 30 days of living there. Also, you probably need this same updated driver's license in order to be able to register your vehicle (though this is not always the case). Items that you will need may include: a valid out-of-state driver's license, a birth certificate, social security card and proof of vehicle insurance.

Organize important documents- When going through important documents, you may want to have a paper shredder handy as well something to label with and a file folder. At no better time do you have the opportunity to organize important information than when you are preparing to move, so take advantage of it. Remember to shred old documents containing confidential information if you are not using it, and label your boxes accordingly.

Pack your items- When packing your items, begin with the items that you won't need right away. The very last items that you pack should be those that you may still need to dip into right up to the very last minute (i.e. some clothing, legal documentation, etc.). It also helps to label each box with a detailed list of what is inside as well as instructions on where the box is to be placed within the new home. This can be written on a separate piece of paper and affixed to the outside of the box, or you can keep this itemized list inside of your 'moving binder'. *(continued on page 6)*

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Quotes from moving companies- There are a plethora of moving companies out there, so it would behoove you to shop around for the best one. Look at customer testimonials on websites. How easy is it for you to navigate the website? Can all of your questions be answered? Once you've narrowed it down to four or five moving companies, don't be afraid to call them up. Another great resource for verifying a company's history is by checking with the Better Business Bureau as well.

Review your relocation package- If you are moving for a job relocation, review your relocation package ahead of time in order to know what expenses are or aren't being covered by your company. This will help you more accurately budget for what you will need on your moving day.

Safety first- Nothing is more important when you are moving than your safety as well as the safety of others around you. When packing, take care not to pack boxes too heavy so that those who are carrying them won't be put under any extra strain. If you are operating any heavy equipment such as a truck or a lift to aid you in the moving process, always be careful when backing up. If at all possible, try to have someone stand outside of the vehicle to help guide you. Also be wary of tailgating on the road as well as exercising extra caution when making turns.

Tax information- When you are moving, it is important to remember that doing so will more than likely affect your tax information. Some of the common forms that may be necessary when you move include: IRS Form 478- *Employee Expense Information*; IRS Form 3903- *Moving Expense*; IRS Form 2119- *Sale or Exchange of a Principal Residence*; and IRS Form- *Change of Address*. You can also contact the IRS Request Line at 800.829.3676 in order to have the aforementioned forms mailed to you.

Utilities- When you arrive at your new home, one of the first things you may want to check before you even move anything in is whether or not the utilities are on and are functioning properly. The last thing that you want to have happen is discover that the stove doesn't work because there is a problem with the gas connection in your home.

Vehicle preparation- Before you hand your vehicle's keys off to a [car carrier](#) or before you hit the road yourself, it is in your best interest to make sure that you bring your vehicle in for routine maintenance. Included in this may be a couple of questions for your mechanic regarding the kinds of services you may need for the area that you are relocating to. For example, if you are moving from somewhere like [Maine](#) to somewhere like southern Florida, your vehicle's needs may change. *(continued on page 7)*

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Weight- When packing, try not to exceed 50 pounds per box or container. Even if you are hiring professional home movers to help pack your items, try to be conscious of not only other people who may have to carry your items but of the fact that there may come a point where the boxes will be moved into your home, at which point it will be up to you to either unpack them or move them yourself. Besides this, the more weight you have in boxes, the more you may wind up paying to have it transported.

'X' items off your 'Moving Checklist'- In order to avoid confusion on moving day, it helps to have a Moving Checklist of items that you have already come up with in advance. Thinking along this same line of thought, it also wouldn't hurt to come up with a list of assigned tasks for those who are helping you both on the moving day as well as when you finally arrive at your final destination. This will help you stay organized and calm and will be a much more efficient way to get everything that you need done quickly and painlessly.

Your travel arrangements- Once you've figured out where you are relocating to, it is important to jump on your travel arrangements as soon as possible. For those who are relocating out of state, this may mean hiring a [car shipping company](#) while booking a plane flight to get them to their new home. It may also mean hiring a home moving company to help move the items out of your house. Obviously, the earlier on you make your plans, the less stressed you'll feel as your moving day approaches because you won't have to scramble to make last minute travel arrangements. Helpful hints in this regard (if you're on a budget) include word of mouth through friends or family as well as checking popular discount travel sites online for the latest deals.

Zero in on the details- A few days before your big move, you should already have all of your boxes packed as well as your inventory list containing all of the items that you will be bringing with you on your person. This is a great opportunity to do a final walk through of your current residence and clean out any leftover items in your refrigerator and cupboards. On your actual moving date, make sure that the entire residence is clean and that all utilities are turned off. Leave the thermostat in a neutral zone and if you are vacating your own house, notify your insurance agent as well as your local police department in the event that your home will not be occupied.

Moving Checklist

2+ Months Prior to Moving

- ✓ Create a 'moving binder' and/or inventory list to keep track of everything, from estimates to receipts, etc. Also include any snapshots or video footage of valuables.
- ✓ Research moving companies. Get an estimate **IN WRITING** from each company, and make sure that it has a USDOT number on it.
- ✓ Go through each room of your house in order to decide what to keep and what to get rid of. Consider which items may need additional insurance coverage, and make a note of it.

6 Weeks Prior to Moving

- ✓ Obtain your packing supplies and boxes as well as any specialty containers that you may need such as dish barrels or wardrobe boxes. For breakable items, don't forget the bubble wrap!
- ✓ Measure items such as furniture or other objects and record this information in your 'moving binder', this way you have it handy at all times. It will help you on moving day as well as when you move into your new home.
- ✓ Start using up items that cannot be moved such as perishable food, bleach and aerosol cleaners.
- ✓ Keep a list of friends, relatives and/or businesses that you will need to notify about your move in your 'moving binder'.

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Moving Checklist

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4 Weeks Prior to Moving

✓ Start packing items that you don't really use that often, and start disposing of items that you've designated for a garage sale or to donate. If you are donating items, be sure to obtain a receipt for income tax purposes

✓ Label each of your boxes clearly and include a brief description of the contents within the box as well as the room that it is destined for. This will also help you to keep a working inventory of each of the items.

✓ Fill out and submit your change of address form with the post office or do this online at <http://www.usps.com/>. Also alert your neighbor or a friend of your move, this way he or she can check your mailbox after you've moved.

✓ Contact your utility companies and arrange for the termination of your services on the designated moving date.

✓ If you have a pet, set up an appointment to have your pet's vaccinations updated as well as obtain any and all current copies of medical records. You may also ask for a referral to a vet in the new area that you're moving to.

✓ Make your travel reservations (i.e. Hotel reservations, plane tickets, etc.).

✓ If you plan on shipping your vehicle(s), make the appropriate reservations with a [reputable auto shipping company](#) and obtain a written copy of the contract.

✓ Get in touch with the home moving company in order to confirm the date for their arrival.

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Moving Checklist

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2 Weeks Prior to Moving

- ✓ Bring your vehicle in for a tune-up in order to make sure that it is in good working condition, regardless of whether or not you plan to drive it yourself or have it shipped with a car shipping company.
- ✓ Contact the home moving company in order to re-confirm your arrangements.
- ✓ Update your banking information and/or transfer services if you are changing banks. If you have any items in a safe-deposit box, transfer these items into a safe box that you will bring with you on moving day.
- ✓ Have a garage sale or arrange to have certain items donated to a local charity. If donating, obtain a receipt for income tax purposes.
- ✓ Begin to use up non-perishable food items as well as other non-permissible travel items (i.e. aerosol sprays, cleaning agents, etc.).
- ✓ Return and/or retrieve any borrowed items to libraries, neighbors, friends, etc.

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Moving Checklist

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1 Week Prior to Moving

- ✓ Make childcare arrangements (if necessary) for moving day.
- ✓ Contact your [auto transport company](#) to review your [Bill of Lading](#) (BOL) as well as to verify the pickup date, location and final destination of your vehicle(s).
- ✓ Refill any prescriptions that you will need during the next couple of weeks.
- ✓ Refer to your inventory list/ 'moving binder' for all items that you will be taking with you on your person. Keep valuables such as jewelry with you at all times on the day of your move.
- ✓ Confirm arrangements made with pet transportation as well as any temporary housing arrangements.
- ✓ Inform friends and family of your forwarding address.
- ✓ Take pictures of furniture or obtain fabric samples of items you will want to reference for color or decorating your new house.
- ✓ Pack a small 'survival kit' complete with: paper, pens, envelopes, heavy duty tape, moist towelettes, aspirin, bandaids, can opener, bottled water, travel books for your new destination as well as a flashlight and small tools necessary for unpacking and assembling furniture.

1-2 Days Prior to Moving

- ✓ Conclude any and all financial matters associated with your home.
- ✓ Complete any last-minute packing, and verify that all of the boxes are clearly labeled.
- ✓ If you haven't already done so, obtain the payment required for your home movers as well as cash for the tip. As an aside, anywhere from 10-15 percent of the total mover's fee is usually a good tip. If your move is especially challenging and the movers do a good job, you may consider tipping each mover up to \$100. Additionally, refreshments are always appreciated whenever you have people helping you move.

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Moving Checklist

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Moving Day

- ✓ In order to avoid being scammed, verify that the moving truck from the company you hired has the USDOT number painted on its side and compare this number to the one you received on the estimate you were given.
- ✓ Confirm the delivery address, directions and delivery date with the movers.
- ✓ Before the car carrier and/or the moving company leaves, sign the bill of lading/inventory list and retain a copy for your own records inside of your 'moving binder'.
- ✓ Take note of utility meter readings.

Moving Into Your New Home

- ✓ Check all appliances and utilities to ensure that they are in proper working order.
- ✓ Let family and friends know that you've arrived safely.
- ✓ Supervise the moving crew on the location of furniture and boxes (use your inventory list located within your 'moving binder' for this).
- ✓ Review the Bill of Lading from the moving company, and sign it ONLY after first verifying that no items were damaged in transit.

RESOURCES

- Alamo Rental Car: <http://www.alamo.com/>
- Allied Moving Company: <http://www.allied.com/>
- Avis: <http://www.avis.com/>
- Better Business Bureau (BBB): <http://www.bbb.org/>
- Budget Rental: <http://www.budget.com>
- Cheap Flights: <http://www.cheapflights.com/>
- Dollar Rental Car: <http://www.dollar.com/>
- Dysco: <http://www.dysco.ca/>
- Eco Box: <http://www.ecobox.com/>
- Enterprise: <http://www.enterprise.com/>
- Expedia: <http://www.expedia.com>
- ExtraSpace Storage: <http://www.extraspace.com/>
- Fly.com: <http://www.fly.com/>
- Fodor's: <http://www.fodors.com/>
- Free Trip.com: <http://www.freetrip.com/>
- Globester: <http://www.globester.com/>
- Hertz: <http://www.hertz.com/>
- Hotel Rolodex: <http://www.hotelrolodex.com/>
- International Revenue Service (IRS): <http://www.irs.gov/>
- Kayak.com: <http://www.kayak.com/>
- Let's Fly Cheaper: <http://www.letsflycheaper.com/>
- Loans.net: <http://www.loans.net/>
- Lowe's: http://www.lowes.com/cd_Home+101_965067373_

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RESOURCES

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- Mayflower Moving Company: <http://www.mayflower.com>
- Metropolitan Transportation Authority (MTA) Trip Planner: <http://tripplanner.mta.info>
- Moving Day Boxes: <http://www.movingdayboxes.com/>
- OfficeMax (under “Office Supplies”): <http://www.officemax.com>
- One Travel: <http://www.onetravel.com/>
- Priceline: <http://www.priceline.com/>
- Public Storage: <http://www.publicstorage.com/>
- Relocation.com: <http://www.relocation.com/>
- Self Storage: <http://www.selfstorage.com/>
- Staples (under “Mailing & Shipping Supplies”): <http://www.staples.com/>
- Supplies for Moving: <http://www.suppliesformoving.com/>
- Thrifty: <http://www.thrifty.com/>
- Travelocity: <http://www.travelocity.com/>
- Two Men and a Truck: <http://www.twomenandatruck.com>
- UBoxes: <http://www.uboxes.com/>
- U-Haul: <http://store.uhaul.com/boxes.aspx>
- ULine Shipping Supply Specialists: <http://www.uline.com/>
- Uncle Bob’s Self Storage: <http://www.unclebobs.com/>
- United Parcel Service (UPS): <http://www.ups.com/>
- United States Postal Service (USPS): <http://www.usps.com/>
- Used Cardboard Boxes: <http://www.usedcardboardboxes.com/>
- US Storage Search: <http://www.usstoragesearch.com/>
- U Store It: <http://www.ustoreit.com/>

Disclaimer

*The information provided by this guide is intended merely as a suggestive aide to the user. **National** Transport, LLC does not endorse any of the links to services or businesses (outside of its own), which are rendered within this Moving Guide. Thus, by reading through this disclaimer, the user acknowledges his or her own responsibility when utilizing any of the resources listed within this guide.*