

# The Move-In Checklist



## 1 month away:

- Collect important papers and keep them in a safe place.
- Give your landlord notice in writing if you are renting.
- Compile a list of important new phone numbers.
- Time for a garage sale? Figure out what to keep, what to sell, and what to give away.
- Hire a moving company or reserve a rental truck. Schedule the move.
- Start collecting boxes, dollies, and padding (if you're moving yourself).
- Pack and label boxes of seldom-used stuff.

## 2 weeks away:

- Confirm your moving date and time with your moving company.
- Arrange for phone service for your new home.
- Arrange accommodations for your pets on moving day.
- Coordinate disconnect/connect dates with gas, electric and cable companies.
- Arrange cancellation of newspaper deliveries and start up new subscriptions.
- Pack and label boxes of most items you won't need for the next couple of weeks.
- Complete a mail forwarding card at the Post Office.
- Pick up change of address cards at the Post Office and start sending them to:
  - Accountant
  - Alumni Assoc.
  - Attorney
  - Banks/Credit Unions
  - Catalogs
  - Charities
  - Church/Synagogue
  - Credit Cards
  - Dentist
  - Doctors
  - Friends/Relatives
  - Insurance Companies
  - Investment Companies
  - IRA's
  - Magazine Subscriptions
  - Service Contracts
  - Stockbroker
  - Veterinarian

## Today!

- Confirm mover's arrival time or pick up your rental truck.
- Keep important documents and keys handy.
- Take pets to their pre-scheduled arranged boarding.
- Double check your closets, attic, basement, and garage for any remaining items.
- Lock windows and doors, turn off lights.
- Turn in keys to landlord or real estate company.
- Meet the movers promptly at your new home.
- Supervise placement of boxes and furniture.
- Check to see if the utilities and phones are working.
- Leave an extra set of keys with a trusted person.
- RELAX and ENJOY your new home!