

Moving Checklist



8 WEEKS BEFORE THE MOVE

- Read and familiarize yourself with the entire checklist & resources provided.
- Create a Moving Binder. This is where you'll keep all your to-do lists, receipts, contracts and any other files you need for your move.
- Budget for moving expenses and set up a free estimate through Heroes Moving & Storage.
- Get updated pet records, find out if you will need to license your pet in your new home.
- Back Up Computers, Files and Photos.

6 WEEKS BEFORE THE MOVE

- Arrange to have your children's school and/or daycare records transferred to your new district.
- Look at the floor plan of your new home to think about the function each room will serve and furniture placement.
- Choose your moving company.
- Request your change of address from the post office.
- Take an objective look at your household items and personal belongings. Determine items to be moved, sold at yard sale and/or donated to charity.
- Make a check list of everyone who should be notified of your move.

An example is provided in the following check list

Utilities

- __ Gas
- __ Water
- __ Phone
- __ Cable/Internet
- __ Garbage Removal
- __ Sewer/Septic
- __ Fuel (Oil & Propane)

Subscriptions

- __ Newspaper/Magazines
- __ Professional Journals

Personal Accounts

- __ Pharmacist
- __ Dry Cleaner
- __ Lawn/Tree Service
- __ Bank
- __ Credit Card

Professional Services

- __ Doctors
- __ Dentist
- __ Lawyer
- __ Insurance Agent
- __ Stock Broker
- __ Accountant

Government Offices

- __ Department of Motor Vehicles
- __ Post Office
- __ Social Security Administration
- __ City/County Tax Assessor
- __ Veterans Administration
- __ State/Federal Tax Bureaus

Moving Checklist



6 WEEKS BEFORE THE MOVE (Continued)

- Measure doorways, stairways and elevators to make sure all your furniture will fit.
- Ask your property manager or landlord if there are any requirements for moving day.
- Address any important home repairs.
- Pack a little bit each day to make packing easier, start with items you rarely use, such as seasonal decorations!

5 WEEKS BEFORE THE MOVE

- Purchase colored markers and/or labels so that you can mark boxes and easily identify contents of boxes.
- Buy ample boxes and packing materials before you start packing so that you don't have delays caused by running out of supplies. You can call Heroes Moving & Storage for a Super Heroes Starter Kit or any other additional packaging.
- Make sure your moving date has been reserved by calling Heroes Moving & Storage at 804-409-0429.
- Keep on packing! Remember to label or color-code your boxes so you can direct the movers and unpack with ease. Plan on carrying irreplaceable and hard to replace items with you.
- Plan the placement of furniture in your new home. Make a floorplan and create signs to be taped on room doors (e.g. Bedroom #1) so that furniture and boxes will be placed in the correct room on moving day.

4 WEEKS BEFORE THE MOVE

- Arrange to have utility services at your home disconnected the day after you move; connect services at your new home the day before you move in.
- Transfer your bank and credit card accounts to your new address.
- Have a yard sale and/or donate/dispose of items you don't sell.
- If you are moving to or from a high-rise building, reserve the elevator for moving day(s).
- Set-up tv and internet accounts for your new home.
- Confirm parking options for your 26' moving truck—you may need a permit for moving day.
- Start the process of enrolling your kids in their chosen school.
- Make a moving day playlist!

3 WEEKS BEFORE THE MOVE

- Be sure to pack your moving day Moving Day Survival Kit—to make your first few days easier.
- Check for overdue library books and other rented items. Return and pick-up dry cleaning and any items out for repair. Also recover any items out on loan and return any items borrowed from neighbors.
- Safely dispose of any flammables, corrosives, and poisons.

Moving Checklist



2 WEEKS BEFORE THE MOVE

- Call Heroes Moving & Storage if you add or subtract items from your recorded inventory.
- Confirm any extra stops between origin and destination location, such as storage.
- Notify any creditors of your move.
- Plan meals for the last week before your move to empty your refrigerator, and avoid the need for small appliances that will already be packed.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.
- Acquire written appraisals of antiques to verify value. Try not to wax or oil wooden antiques (and fine wood furniture) before moving because certain products soften the wood, which makes it vulnerable to imprinting from furniture pads.
- Do not clean your upholstered furniture before moving. Moisture can cause mold if furniture needs to be stored.
- Make a folder of important information about the house for the new owners, including the warranties for installed appliances.
- Confirm your move in date with your realtor.
- Confirm moving day plans with your moving company.
- If you are moving appliances arrange servicing to have them disconnected 24 hours prior to the move and to remove the refrigerator door if it has an ice and water dispenser. Your mover is not allowed by insurance to do those things.
- Make a moving plan for large items, such as swing sets, hot tub, pool table, trampoline, and satellite TV antenna.
- Start using up food in your pantry and freezer. Don't buy much at the store right now; you don't want to have to throw out food on moving day, or pay extra to move non-perishable foods.
- Arrange for child and pet care during your move to keep them safe and happy.
- Clean outdoor furniture and try to bring it inside, so it's clean for moving day.
- Have a moving party! Celebrate with friends about this new chapter in your life!
- For Social Security Beneficiaries: change your address for benefits within 10 days of moving by notifying the SSA, the Department of Veteran Affairs and the IRS.
- If necessary, arrange for house cleaning after you move out.

THE WEEK OF YOUR MOVE

- Back-up your computer files before packing your system.
- Finish packing and prepare a box of essential items you will take with you, such as daily medication and toiletries. Label boxes of items you will need as soon as you move in as "Last Load."
- Drain water hoses and empty gas and oil from lawn mowers, grills, kerosene heaters, and other outdoor appliances.
- Empty, defrost, and clean refrigerator at least one day before moving.
- Pack and secure any appliances.
- Fill any prescriptions or medications you will need.

Moving Checklist



THE WEEK OF YOUR MOVE (continued)

- Have everything packed in boxes and taped closed before the movers arrive, if you are packing yourself!
- Unplug electric appliances 24 hours before your move (i.e. home computers, stereos and any A/V equipment.)
- Disconnect and drain washer, dryer, and refrigerator 24 hours before the move.
- Make sure you have enough cash to get through move day and to tip the moving crew if you desire.
- Begin cleaning empty rooms. Double check shelves and closets for any items you've missed.
- Collect keys and garage door openers to give your real estate agent for the new owners.
- Check the weather for your moving day, and be prepared for rain or snow.
- Take photos of your home for insurance purposes, just in case!
- Pack a suitcase to live out of for the last couple days before the move (and until you've unpacked the rest of your clothes in your new home).
- Schedule a final walkthrough of your home with the real estate agent.
- Dispose of any debris you are leaving behind.
- Have plenty of water on hand for your movers.

THE DAY BEFORE YOUR MOVE

- Charge your cell phones for moving day.
- Go out and have a nice dinner and relax.
- Go to bed early so you can be completely rested for moving day.

MOVING DAY

- Get up and have some strong coffee!
- Make a safe clear path for the movers to navigate.
- Specify to the movers any extra-fragile items that may need special attention.
- Leave your new address for the new residents so they can forward stray mail.
- Carry your valuables and important boxes/files with you. We recommend that the client keep all important papers/ documents/check books, etc. in a "safe zone", and that they personally transport these items on moving day.
- If you desire, the movers always appreciate snacks or lunch!
- Windows and doors shut and locked before you leave.
- Air Conditioner, Furnace, and lights turned off before you leave.
- Get to your new home early and check that utilities are connected.
- Remember to tip your movers!
- Make your bed, unpack the necessities and take a nap! You did it!!