



# RESIDENTIAL MOVING CHECKLIST

## TASKS

## NOTES

### 8 WEEKS OUT

- ☐ Create a "move file" to keep track of quotes, receipts, and other important information.
- ☐ Obtain written estimates from three qualified movers.
- ☐ Review the U.S. Department of Transportation's Your Rights and Responsibilities When You Move (available online).
- ☐ For long distance (interstate) moves, confirm that the mover is registered with the FMCSA and has a U.S. DOT number.

### 7 WEEKS OUT

- ☐ Plan how you will transport items that your mover cannot move (e.g., jewelry, legal documents, plants).
- ☐ Decide what items you will move, and what you will sell, donate, or discard.
- ☐ Plan a garage sale or post your items for sale online (e.g., Craigslist or eBay).
- ☐ Start using up items that can't be moved such as frozen foods, household cleaners, and solvents.
- ☐ Contact your insurance agent to see what changes you may need to your policies.

### 6 WEEKS OUT

- ☐ If you're packing yourself, purchase boxes and moving supplies, and start packing items you don't use often.
- ☐ Clearly label each box with its contents and the room it is destined for.
- ☐ Book your move, if you haven't done so already.
- ☐ Purchase valuation coverage for your belongings, via your sales consultant or move coordinator.
- ☐ File a change of address with the U.S. Postal Service (online or in person).

### 4-5 WEEKS OUT

- ☐ Notify utility services both at your old and new locations (water, electric, cable, phone, etc.).
- ☐ Make travel arrangements for your pets.
- ☐ Put copies of pet medical and immunization records in your move file.
- ☐ Dispose of flammables, corrosives, and poisons, and review the complete "What Not to Pack" list.



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### 2-3 WEEKS OUT

- ☐ Fill prescriptions you will need during the move.
- ☐ Notify professional and personal service providers, government offices, and accounts about your move.
- ☐ Confirm travel arrangements for pets and family.
- ☐ Plan meals to use up perishable food.

### 1 WEEK OUT

- ☐ Not finished packing? Your move coordinator can arrange for help.
- ☐ Pack a box of essentials and "first night" items to keep with you during the move.
- ☐ Drain gas and oil from lawn equipment, heaters, etc.
- ☐ Empty, defrost, and clean your refrigerator/freezer at least 48 hours before the move.

### 0 MOVING DAY

- ☐ Be present to answer questions and give directions to the movers. Stay until they are finished.
- ☐ Keep the bill of lading until your goods are delivered, the charges are paid, and any claims are settled.
- ☐ Accompany the movers as they inventory your belongings and clarify the condition of items being moved.
- ☐ Before the moving truck departs, check all rooms and closets to ensure nothing has been left behind.
- ☐ Carefully read all documents (e.g., order for service, bill of lading) before you sign them.
- ☐ Give the driver your mobile number and email, and ensure he has the correct destination address.

### 0 DELIVERY DAY

- ☐ Be present to answer questions, supervise the placement of your boxes, and check off items as the crew unloads the truck.
- ☐ You will be required to pay in full, according to the terms of your agreement, prior to your goods being unloaded from the truck.
- ☐ If items appear damaged or missing, note this on the inventory list before you sign any documents.

## AFTER THE MOVE

You'll receive a customer satisfaction survey via email. Your feedback is important so we can continuously improve!

Keep all receipts and documents in your move file and store it in an easy-to-remember location.

In the unlikely event of damaged or missing items, contact your move coordinator as soon as possible to file a formal claim. For local moves within DC/VA/MD, submit claims within 10 days of your move. For long distance moves, submit claims within nine months.