



## Printable Moving Checklist

You may be spending your days thinking about the extra space waiting for you in your next home, how you want to decorate your new bathroom or the parties you're going to be able to host – STOP RIGHT THERE.

It's easy to get caught up fantasizing about a new place and the new adventures you'll have in it, only to realize you haven't tied up the loose ends necessary to make your move a more seamless experience.

Moving can turn into a stressful nightmare very quickly if everything is left to the last minute.

Before you get too carried away, let's make sure you make it out of the home you're in right now. The team here at Moving APT has a few things you should do for your upcoming move. As the time approaches, you'll be thankful for this moving checklist.

## Stage I: Research

### 2 – 3 Months Before the Move

Once it's been determined that you are indeed moving, there's no more will I or won't I, you now know you need to pack it all up and move out. Now let's begin.

#### → Make and organize a moving binder

If you want to create a moving plan that is effective and reduces your stress, this is where you should start. Get a brightly colored binder and clearly label it. Print out a moving checklist and put it in the binder. Keep phone numbers, receipts, swatches and the scraps of paper you're been jotting details on.

This binder should only be used for all things related to moving and nothing else. When questions come up about moving, you'll always know where to turn to look for the answer.

#### → Create a realistic budget

Find and print a budget template and start setting your budget. To get an estimate of how much your move may cost, use our cost calculator or search for similar moves online and see how much they cost. Keep in mind the distance you're traveling and the amount of things you are taking with you are

major factors in determining cost. So if you're shipping a car, figuring that out now will save you the headache and money later.

Don't forget to add additional money for travel expenses such as plane tickets (if you're going out of state), living expenses the first month at your new home and packing materials.

#### → **Research and interview moving companies**

After deciding whether you need help moving or not, you can use Moving APT to schedule in-home estimates with reputable companies or start researching companies yourself and scheduling a walk-through. Ask for recommendations from friends and family and collect info to make sure the company is trustworthy.

Let them know your budget and see if a company is willing to work with you or if you need to adjust the numbers. Either way, you're still ahead of the game!

#### → **Prepare Your Family**

If you have young children, it's a good idea to start prepping them mentally for the change that is about to occur. Moving to a new place can be hard on them so start getting them excited about the move now so they have as much time as possible to process the upcoming changes. If you are anxious about telling them they have to change schools, you aren't alone – there are resources to help you though.

## Stage II: Planning

### 8 Weeks Before the Move

At this point, you know the precise day of your move. You're been doing well so far, getting the preliminary work out of the way and you still have breathing room. This is the stage that every aspect of your move needs to be scrutinized and planned out. But there's nothing to worry about, that's what this moving checklist is for!

#### → **Finalize your moving methods**

This is the time to determine exactly how your things are moving from point A to point B. If you're using friends and family, make sure they have committed to and are available on the day of your move. If you are using movers, make sure they are licensed, insured and are scheduled and ready for that day.

#### → **Request time off**

If you're not changing jobs, let your boss know you are moving and ask for the day off. For those who truly hate the moving process, make your move day a Friday so you can have the weekend to settle in a bit and organize the essentials and yourself.

#### → **Make any arrangements for children**

If necessary, this is the time to choose a new school for your kids. You should also request their transcripts for the new school. This keeps your kids from getting left behind.

## →Declutter

You knew this time would come. It may be hard to throw out that fake tree that you stuck in the corner and never really liked, but you can do it! Don't waste time moving things you don't really want or need. You'll save time when start packing and money by not adding to the size of the load since movers charge based on weight of your shipment.

Start with the garage, closets, basements, storage units and attics. Then you can separate items you'd like to donate, recycle or toss. This is a great time to have a garage sale too.

# Stage III: Getting Your Ducks in a Row

## 6 Weeks Before the Move

What's the difference in two weeks you ask? Everything! After the planning phase has ended, it's time to start moving and shaking – lots of small tasks need your attention during this time, but don't stress it, you are right on schedule.

### →Make Time for Loved Ones

If you're making an interstate or cross-country move, now is the time to start saying goodbye. You don't need to have a fancy party (you can!), but set aside time to squeeze in some extra memories before it's time for you to go. You'll kick yourself if you don't.

### →Collect Boxes

Start looking for free boxes from bodegas, liquor stores, grocery stores and restaurants. Any place that gets a delivery has extra boxes and they usually toss them outside without a care in the world. Most have boxes they're happy to hand to you, free of charge. Be sure to get boxes for fragile items too.

### →Moving Box Labels

Before you begin packing, print labels or label your boxes using stickers and tape for each room. This will make life easier after you've moved in and would love nothing more than to brush your teeth. Knowing which box to open is going to be thrilling.

It's also a good idea to mark boxes that are fragile. Stacking your electronics on top of a box of glassware is not ideal.

### →Create a moving inventory sheet

This is a list or spreadsheet to track where your items are. It's a good idea to have a new tab or page in your big binder for each room. Give each box you pack a number and record the number on your inventory list, jotting down notes about what's inside each box. If you need to find something very quickly, you'll know which box to open. This also helps ensure every box is loaded and unloaded off the truck.

### →Packing preparation

Take pictures of all of your electronics before you unplug them and pack them up so you can reconnect them correctly after the move. Put your hardware in labeled bags to reassemble any furniture much faster. Gathering towels, socks and linens to use as packing peanuts is useful around this time too. You can put your glasses in towels and save money on bubble wrap.

### →Ask about moving in/out requirements

Find out if your new home has any requirements you need to take care of before moving in. For your current home or apartment, start doing minor repairs before you leave. If you're selling, you want to get the highest price. If you're renting, you want to get that security deposit back!

### →Get your car in shape

If you're driving across the country, please get your car serviced. The last thing you want is for your car to have some issue while you're on the road to your new life. That does not bode well. If you are shipping your car, take everything out of it including the spare tires – you never know what might go missing.

### →Measure your move

We are talking doorways, hallways elevators and stairs – it's important to know all of your furniture will fit and whether it needs to be disassembled. Measure as many times as you needed to comfortably know.

### →Do a little reconnaissance

Take the time to do some research on the new area you're going to be living in. It will be nice to have some points of interest, an after work spot or restaurant you're looking forward to visiting.

### →Start packing items you do not use everyday

Last but not least, you should start packing a little every day. The earlier you start packing, the less it will feel like an insufferable job. Pick a room and pack up everything you know you won't realistically need or use for the next couple weeks.

## Stage IV: Packing Prep

### 4 Weeks Before the Move

The one month mark is officially here and it's time to collect important documents and selling/donating items you are not taking. This will make completing the moving checklist easier.

### →Wrap up moving details

Now is the time to purchase moving insurance to cover the move and confirm the parking for a moving truck. It's possible a permit may be required on moving day.

### →Start an essentials kit

What are you going to need in the weeks during and after the move? This will be very unique to you and your family. Clothing should be included, but maybe a special blanket or stuffed animal is also non-negotiable. The idea is to get ahead and start thinking about what to include. Make sure these boxes stay open and are easy to identify. You will most likely keep adding things up until the day of the move.

- Donate items that you can't sell or pack like frozen food or bleach.
- Organize valuables and important documents

Decide how you're going to transport valuables like cash, jewelry, paintings and sculptures. Important government issued documents like your birth certificate, passport and social security card should also be packed at this time. Keep these items separate from everything else and take them yourself when you move.

#### ➔Moving day tunes

Make a playlist to pack to, drive to, unpack to and anything else you may be doing during this stressful time. Music makes everything better!

## Stage V: Packing

### 3 Weeks Before the Move

Now that you're organized, it's time to start packing.

#### ➔Protect furniture

All furniture you aren't going to use can be disassembled and prepped. Pack up that guest bedroom furniture and other rarely-used items. Learn how to protect large pieces of furniture, as there are other ways besides taking them apart.

#### ➔Pack up your dishes

Dishes take a long time to pack so think about using specific boxes for this task. It's important to wrap them correctly so that they arrive in one piece. You might also want to invest in paper or plastic dishes in the meantime.

#### ➔Pack up your out of season clothes

Clothing is another thing that takes people the longest to pack, figure out the best method to move clothes.

## Stage VI: Errand-Running

## 2 Weeks Before the Move

- Even though you've done everything right, panic is most likely still going to set in. Enjoy it! Panic just means you want to get things done correctly and we are here to help.
- Be a good citizen: Return your library books people! But also return movies or games to friends/family. Get your clothes out of dry cleaning. The point is leave without leaving a bad taste in anyone's mouth.
- Plan meals: This may be the first time you've ever done intentional grocery shopping but you'll be happy you did. Purchasing too much food is not a good idea so plan so you can eat leftovers. Also eat as much food in your fridge that's perishable.
- Set up services in your new home and city: If you're doing a long distance move, find a new dentist, doctor and veterinarian in the new town you'll be living in. This is also the time to shop around for internet, cable and phone bundles as well as scheduling installation. Set up recycling and trash for your new place and don't forget to cancel your old services and return any equipment to avoid charges.
- Refill any prescriptions and buy travel necessities: It's important to have your scripts filled. Travel sized essentials like contact lens solution and mouthwash should be purchased so you can pack up daily toiletries.
- Back up your computer: The universe is a crazy place. If anything goes wrong during your move, you'll be happy to know you have a backup saved.
- Take the lightbulbs out of lamps you're moving.
- If you're worried about small children or pets, arrange a playdate, babysitter or doggy daycare to make sure they are safe. Moving can be dangerous for the little ones we love.
- Forward your mail and fill out a change of address form. Change your address for your car insurance and registration and any monthly subscriptions you may have.
- You can also send out a change of address to friends and family. There are some very creative ways to do this.
- Update your voter registration.
- Update your moving inventory.

## Stage VII: Finalization

### 1 Week Before the Move

Only one week left – time to organize your things, finish packing and clean up. Doing a little bit every day goes a long way to reduce stress and make moving day something to look forward to and not dread.

#### ➔ **Reconfirm plans with movers or friends/family**

It's too easy to forget about obligations the way we run around. Make one last call to confirm the date and time with the people helping you move.

#### ➔ **Transfer medical and school records**

Usually this is something that must be done in-person. Don't wait to complete the necessary forms to have your info transferred, get this out of the way before you forget.

#### ➔ **Finish any last minute packing**

The majority of your things are packed, so you should only have to wrap up your essentials kit and any clothing you'll need in suitcases.

#### ➔ **Prep appliances**

Get that grass out of your mower, disconnect the stove's gas line and prep the fridge if it's coming with you.

#### ➔ **Shut off utilities**

You don't want to do this too soon in case your moving date changes.

#### ➔ **Clean**

Once everything is packed, a thorough cleaning is in order. At the very least, sweep up. Take pictures to make sure you can prove you left things the right way or schedule a walk through.

## Stage VIII: Moving Out

#### ➔ **The Big Day**

This is exciting! You're so close to the end. Let's start your moving day off right and get you settled in.

#### ➔ **Confirm details and keep things moving on schedule**

You're paying by the hour so keep movers on schedule. Set your intentions for the move and let them be known so everyone can work in harmony towards the same goal.

Follow your moving inventory to ensure all your boxes were taken and arrived. Keep note and take pics of anything that was damaged throughout the move. Don't forget to tip your movers either. They've worked hard.

➔**Pop the champagne or take a nap**

Either way celebrate! You've completed your move!

Special Notes for Interstate or Cross-Country Move

Though this exhaustive list takes into account whether or not you'll be moving out of state, there are a few items that those moving to a different state should take note of.

- Update your voter registration.
- Firearms: Make sure you know the gun laws and regulations in your new state and take care of any licensing requirements before the move.
- Plants aren't always able to be moved as easily as your lamp or carpet. Check with your new state's agriculture department for what you can and cannot bring. Some plants and agricultural products may be subject to quarantine or not allowed at all.
- Pets: If you have an exotic pet, confirm that it is legal to own in the state well before your move. For dogs and cats, be sure their shots are up-to-date and that you have those records before moving.

Moving APT is here to make moving easier for you by providing you with the perfect movers for the job. Unfortunately, only you and your family can manage this moving checklist, but we do hope it makes life easier no matter how you get to your final destination.