



MOVING CHECKLIST

8 WEEKS BEFORE YOUR MOVE

	Start collecting estimates from moving companies –including a free estimate from Ace Midwest Moving & Storage! Call us at 763-755-2045.
	Create your budget for your move.
	Create a “Move” file/binder to keep track of quotes, receipts and other important documentation relating to your move.
	See if your employer will provide moving expense benefits.
	Tour your house and decide which items should be discarded or donated to charity. Consider a moving sale.

7 WEEKS BEFORE YOUR MOVE

	Get copies of any records needed (medical, children in school, vet, legal, financial, etc.)
	Schedule a transfer of records (medical, children’s schooling, etc.)
	Make any home repairs that you have committed to making.
	Plan how you will move vehicles, plants, pets, valuables and hard to replace items.
	Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.) if you are doing the packing.

6 WEEKS BEFORE YOUR MOVE

	Schedule disconnection/connection of utilities at old and new place: <input type="checkbox"/> Phone/Cell <input type="checkbox"/> Internet <input type="checkbox"/> Cable <input type="checkbox"/> Water <input type="checkbox"/> Garbage/Recycling <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Sewer
	Return borrowed, checked-out and rented items.
	Get things back that you have lent out.
	Start using up food, liquids and aerosols you have. Visit www.acemw.com for more information on what items can not be transported.
	Contact health clubs, organizations, and groups to cancel or transfer memberships.

5 WEEKS BEFORE YOUR MOVE

	Pinpoint moving date and finalize moving method and make necessary arrangements.
	Begin packing items you don’t use often. Label boxes by room and contents.
	Separate valuable items to transport yourself – label as DO NOT MOVE.
	Create an inventory list of items and box contents, including serial numbers of major items – use this as an opportunity to update your home inventory. Keep this in your “Move” file/binder.
	Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on move day – label as PARTS/DO NOT MOVE.
	File a <i>Change of Address</i> with the Postal Service, or ask them to hold your mail at the post office in your new city. Note: You must fill out a <i>Change of Address</i> for each person receiving mail at your address.

Notes:

4 WEEKS BEFORE YOUR MOVE

	Provide important contacts with your new address: () Employers () Family&Friends () Attorney () Accountant () Others
	Notify your insurance and credit card companies about change of address
	Place copies of pet/medical/insurance records on your "Move" file/binder.
	Cancel automated payment plans and local accounts/memberships.
	Take your automobile in to be serviced, especially if you are traveling far.

3 WEEKS BEFORE YOUR MOVE

	Continue packing and clean as you go.
	Make any additional travel arrangements for your family and/or your pets.
	Arrange to have major appliances serviced before you move them. Ace Midwest can help you with this.
	Check and clear tax assessments.
	Schedule cancellation of services for your old place: () Housecleaning () Lawn () Pool () Water/food delivery
	Notify magazines/newspapers/newsletters/Netflix, etc. to which you subscribe.

2 WEEKS BEFORE YOUR MOVE

	Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas; or aerosols, acids, and caustic drain cleaners, etc.
	Draw up a floor plan of your new home, and indicate placement of furnishings. It makes moving in much easier.
	Pack items separately that you will need right away at your new place (think TP, paper plates, basic tools, etc.). Set aside important contact information, maps, games, snacks, flashlight and other items you'll take in your car.
	Plan to take the day off for moving day.
	Find useful things for your children to do-involve them as much as possible.

1 WEEK BEFORE YOUR MOVE

	Find someone to help watch small children on move day.
	Drain water from all garden hoses. Drain gas and oil from lawn equipment, gas grills, heaters, etc.
	Start packing suitcases.
	Make sure your prescriptions are filled.
	Make sure all paperwork for the old and new place is complete.
	Reconfirm your method of moving with those involved.
	Continue to use up perishable food.
	Empty out your safe deposit box, secure those items for safe travel.

Notes:



2-3 DAYS BEFORE YOUR MOVE

	Make a schedule or action plan for the day of the move.
	Prepare for the moving expenses (moving, food, lodging). If traveling far, notify credit card companies to prevent automated deactivation.
	Defrost freezer and clean the fridge.
	Make sure essential tools are handy (screwdrivers, wrench, hammer, pliers, tape, marker, etc).

MOVING DAY!!

	Remove and pack bedding and other last minute items.
	Take movers/helpers through the house to inform them of what to do.
	Check every room, cupboard and closet one last time to make sure nothing is left behind. Look behind doors.
	Leave your contact info for new residents to forward mail.
	Take inventory before movers leave, sign bill of lading.
	Make sure movers have the correct new address.
	Lock windows and doors, turn off all lights.

At your new place...

	Verify utilities are working – especially power, water, heating and cooling.
	Perform an initial inspection, note all damages, take pictures if needed. Be aware of deadline for insurance claims.
	Clean the kitchen and vacuum as needed (especially where furniture will be going).
	Direct movers where to place items.
	Offer drinks and snacks.
	Assemble beds with bedding.
	Begin unpacking, starting with kitchen, bathroom, and other essentials.

Notes:



MOVING IN CHECKLIST

	Replace locks if necessary and make at least two copies of your new keys.
	Make sure your previous utilities have been paid for and canceled. Make sure new providers have your correct information.
	Pick up any mail being held at the local post office.
	Contact the local paper for a new subscription.
	Complete your change of address checklist: () Bank(s) () Credit Cards () IRS () Loans () Insurance Agent () Pension Plans () Physicians () Attorney () Accountant () Memberships () Magazines () Licenses () Memberships () Schools () Health Insurance Provider () Financial Planner
	Keep all receipts and documents in your "Move" file/binder and store it in an easy-to-remember location.
	Get a new driver's license and automobile registration, register to vote, etc.
	Get local phonebooks and maps.
	Find new doctors, dentists, etc., depending on your needs and insurance.
	After you are moved in, update your home inventory, including photos of rooms.
	Update your renters insurance or homeowners insurance.
	Enjoy your new home!

Notes:

