

# Moving Checklist



## Once Under Contract

- Contact moving companies for estimates
- Arrange school record transfers for children
- Start a folder for moving receipts, estimates, warranties, and important documents
- Sell, donate, or discard items you no longer need
- Ask us for recommendations for movers, cleaners, handymen, painters, and other specialists

## Extra Help

Ask us for recommendations for organizers and unpacking specialists. They can help:

- Pack and unpack
- Organize closets and kitchens
- Set up your home room-by-room
- Work at your pace, often at a lower cost than full-service movers

## Helpful Moving Hints

- Keep valuables, jewelry, medications, and important documents with you
- Take photos of electronics before disconnecting cords
- Pack heavier items in smaller boxes
- Use towels, blankets, and linens to cushion fragile items

## For Local Moves

- Move clothes on hangers when possible, lay on car seat
- Transport lamp shades yourself to avoid damage and reduce boxes
- Move plants and artificial trees in your own vehicle
- Transport smaller artwork and mirrors carefully in your car when possible

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## 4–6 Weeks Before Settlement

- Select your moving company and reserve your dates
- Gather boxes, tape, labels, and packing supplies
- Submit a change-of-address form with the post office
- Pick up school, medical, and veterinary records if needed
- Request referrals/records from doctors, attorneys, and other service providers if moving to a new city
- Schedule internet installation appointment
- Schedule utility transfers for electricity, water, sewer, gas, cable and trash service for move-in date\*

## 3 Weeks Before Settlement

- Begin packing non-essential items such as seasonal décor, books, guest rooms, and storage areas
- Label boxes clearly on multiple sides
- Consider color-coding boxes by room
- Schedule utility disconnections or transfer utilities out of your name at your current home
- \*Confirm utility activation dates for your new home
- Create a box inventory or numbering system
- Keep hardware and screws in labeled ziplock bags taped to furniture

## 1 Week Before Settlement

- Clean out the refrigerator/freezer (leave plugged in and running)
- Take photos of utility meter readings if needed
- Service your car if driving a long distance
- Transfer or close bank accounts if necessary
- Update your address with banks, subscriptions, insurance providers, and delivery services

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- Update driver's license and vehicle registration, if needed
- Create a *First Night Box*: 2–3 days of clothing, toiletries, medications, and personal essentials separately\*
- Prepare pet travel supplies (food, medications, leash, carrier, water dish)
- Update pet microchip and ID tag information
- Reset or disconnect smart home devices staying behind (doorbells, cameras, thermostats)

Set aside keys, garage door openers, remotes, and alarm information  
Sellers - prepare list of service providers and helpful information for the new owner

## \* **First Night Essentials Box**

Keep these items with you — not on the moving truck

- Toiletries and medications
- Phone chargers
- Basic cleaning supplies
- Toilet paper and paper towels
- Snacks and bottled water
- Coffee maker or kettle
- Bedding and pillows
- Change of clothes and pajamas
- Pet supplies and food
- Important documents and valuables
- Basic toolkit, flashlight, scissors, and box cutter

## **Day Before Settlement**

- Confirm mover arrival time and address
- Charge phones and backup batteries
- Pack snacks, bottled water, medications, and chargers separately
- Withdraw cash for tips or emergencies
- Protect floors and doorways if weather may be an issue

COMPASS

# Moving Checklist



## Moving Day

- Double-check every room, closet, attic, crawl space, garage, and outdoor area
- Confirm all boxes and furniture are loaded
- Finish final cleaning
- Leave behind keys, manuals, and garage remotes for the new owners

## After Moving In

- Set up beds first before unpacking other rooms
- Unpack one room at a time to stay organized
- Change locks and garage codes
- Test smoke and carbon monoxide detectors
- Introduce yourself to neighbors
- Locate water shut-off valves and breaker box
- Confirm internet and utilities are working properly
- Unpack everything room-by-room so items are visible and easier to organize later

## Commonly Forgotten Items

- Garage door openers
- Spare keys
- Refrigerator water line shutoff
- Cable boxes/router returns
- Items stored in attic, crawl space, or shed
- Hidden valuables in drawers or safes

**Enjoy your new home!**