

Moving Checklist (Residential)



* FOR OVERSEAS RELOCATION

1-2 Months Before Move

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method (truck rental, hiring movers, etc) and get cost estimates
- Research storage facilities if needed
- Schedule disconnection/connection of utilities at old and new place
 [] Phone [] Internet [] Cable [] Water [] Garbage [] Gas [] Electric
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in the new place - use a floor plan or sketch
- Hold a garage sale, donate, sell, or trash unnecessary items
- Schedule transfer of records (medical, children in school, etc.)
- * Get copies of any records needed (medical, dental, etc.)
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Make any home repairs necessary to sell/return this premise
- Return borrowed, checked-out and rented items
- Start using up food you have stored so there is less to move
- If you have children, take the time to share with them about the relocation

3-4 Weeks Before Move

- Finalize moving method and make necessary arrangements
- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself - label as DO NOT MOVE
- 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
- 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
- Provide important contacts with your new address:
 [] Employers [] Family & Friends [] Attorney [] Accountant [] Others
- * Cancel automated payment plans and local accounts/memberships if necessary
- * Take your vehicle(s) in for a tune-up, especially if you are traveling very far

1-2 Weeks Before Move

- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day
- Find useful things for your children to do - involve them as much as possible
- Find someone to help watch small children on move day
- Begin to pack your suitcases with clothes and personal items for the trip
- Reconfirm your method of moving with those involved

*	<input type="checkbox"/>	Make sure your prescriptions are filled	
	<input type="checkbox"/>	Empty out your safe deposit box, secure those items for safe travel	
	<input type="checkbox"/>	Schedule cancellation of services for your old place	
		[] Newspaper [] Housecleaning [] Lawn [] Pool [] Water Delivery	
	<input type="checkbox"/>	Check your furniture for damages - note damages on your inventory	
	<input type="checkbox"/>	Take furniture apart if necessary (desks, shelves, etc.)	
	<input type="checkbox"/>	Make sure all paperwork for the old and new place is complete	
*	<input type="checkbox"/>	If traveling far, notify credit card company to prevent automated deactivation	
	<input type="checkbox"/>	Get rid of flammables such as paint, propane, and gasoline	
	<input type="checkbox"/>	Try and use up perishable food	

2-4 Days Before Move

	<input type="checkbox"/>	Confirm all moving details and that you have necessary paperwork	
	<input type="checkbox"/>	Make a schedule or action plan for the day of the move	
	<input type="checkbox"/>	Plan when/how to pick up the truck (if rented)	
	<input type="checkbox"/>	Prepare for the moving expenses (moving, food, lodging)	
	<input type="checkbox"/>	Continue cleaning the house as you are packing	
	<input type="checkbox"/>	Defrost your freezer and clean the fridge	
	<input type="checkbox"/>	Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)	
	<input type="checkbox"/>	Pack a bag for water bottles, pen/paper, snacks, documents, and essentials	
	<input type="checkbox"/>	Set aside boxes/items that you are moving yourself (make sure you'll have room)	

Moving Day

	<input type="checkbox"/>	Remove bedding and take apart beds	
	<input type="checkbox"/>	Go early to pick up the truck if you rented one	
	<input type="checkbox"/>	Take movers/helpers through the house to inform them of what to do	
	<input type="checkbox"/>	Walk through the empty place to check for things left behind - look behind doors	
	<input type="checkbox"/>	Leave your contact info for new residents to forward mail	
	<input type="checkbox"/>	Take inventory before movers leave, sign bill of lading	
	<input type="checkbox"/>	Make sure your movers have the correct new address	
	<input type="checkbox"/>	Lock the windows and doors, turn off the lights	
	<input type="checkbox"/>	Use a padlock to lock up a rented truck	
		<i>At your new place ...</i>	
	<input type="checkbox"/>	Verify utilities are working - especially power, water, heating, and cooling	
	<input type="checkbox"/>	Perform an initial inspection, note all damages, take photographs if needed	
	<input type="checkbox"/>	Clean the kitchen and vacuum as needed (especially where furniture will be going)	
	<input type="checkbox"/>	Direct movers/helpers where to put things	
	<input type="checkbox"/>	Offer drinks and snacks, especially if the helpers are volunteers	
	<input type="checkbox"/>	Assemble beds with bedding	
	<input type="checkbox"/>	Begin unpacking, starting with kitchen, bathroom and other essentials	

Moving In - Weeks 1-2

	<input type="checkbox"/>	Check for damages while unpacking - be aware of deadline for insurance claims	
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<input type="checkbox"/>	Replace locks if necessary and make at least 2 copies of your new keys	
<input type="checkbox"/>	Confirm that mail is now arriving at your new address	
<input type="checkbox"/>	Make sure your previous utilities have been paid for and canceled	
<input type="checkbox"/>	Confirm your change of address checklist	
	In Singapore, you may just update your address at the neighbourhood police post or online via	
	on the CPF website with your singpass and your updated address will be informed to most	
	major institutions.	
	<input type="checkbox"/> Bank(s) <input type="checkbox"/> Credit Cards <input type="checkbox"/> Loans <input type="checkbox"/> Insurance <input type="checkbox"/> Pension plans	
	<input type="checkbox"/> Attorney <input type="checkbox"/> Accountant <input type="checkbox"/> Physicians <input type="checkbox"/> Family support	
	<input type="checkbox"/> Newspapers <input type="checkbox"/> Magazines <input type="checkbox"/> Licenses <input type="checkbox"/> Memberships	
*	<input type="checkbox"/> Schedule a time to get a local driving license and update vehicle registration	
	<input type="checkbox"/> Get local phonebooks and maps	
*	<input type="checkbox"/> Find new doctors, dentists, etc, depending on your needs & insurance	
	<input type="checkbox"/> After you are moved in, update your home inventory, including photos of rooms	
	<input type="checkbox"/> Update your renters insurance or homeowners insurance if needed	