Moving Checklist

BERKSHIRE HATHAWAY HomeServices | Carolinas Realty



When You Are Ready to Start the Moving Process

Book shipment of household goods as early as possible. Have an alternate pick-up date in addition to primary date.	
Discuss moving options with your family.	
If you require childcare at your new location, discuss with your spouse.	
If you wish to purchase a home, contact your Relocation Consultant for recommended realtor and potential cash rebate.	
If you own a home, contact your Relocation Consultant for home sale real estate assistance and potential cash rebate.	
If you are buying a home, most areas require that you have pre-approval from a lender. Consider financing through HomeServices Lending by calling (866) 401-1876.	
If you are currently renting, review your lease expiration date and any early termination clause.	
Begin tracking moving expenses for income tax purposes. Start a file for expense receipts.	
Plan for any special moving needs (infant, elderly parents, pets, etc.).	

9–12 Weeks Prior

For employed family members, update resumes and begin job search.	
Make medical, dental, and optical appointments and update immunizations.	
Review homeowners/renter's insurance policy to understand coverage for any damage or personal injury.	
Make a list of people and organizations you need to notify (e.g., IRS, doctors, dentist, magazines, investment counselor, insurance company, credit cards, schools, church, and friends).	

6–8 Weeks Prior

Begin planning for temporary living arrangements, if necessary.	
Plan route of travel to the new location.	
Plan and make a house hunting trip, if possible.	
Talk to your insurance company regarding insurance in your new location.	
Schedule transfer of school records and ask for letters that could help with establishing your child in a new school.	
Schedule furniture pick-up and delivery dates (and storage if needed).	
Confirm who will move household goods.	
If shipping a vehicle, confirm who will transport car.	
Confirm which items movers will not move (flammables, liquids, firearms, alcoholic beverages, etc.) and make arrangements to ship separately or dispose.	

4 Weeks Prior

For employed family members, give termination notice to employers and ask for a reference.	
Notify utility companies to terminate service on the day after move-out. Have final bills sent to new address.	
Arrange to pick-up or electronically transfer medical records to new location.	
Plan a going away party.	
Order all utility and internet connections for your new home.	
If you have a land line, ensure phone is connected the day before scheduled move-in.	

2 Weeks Prior

Return any borrowed items.	
Retrieve all loaned items.	
Dry clean clothes.	
Give houseplants away.	
Arrange child/pet care on move-in day at new home.	
Pick-up medical and dental records.	
Update pet immunizations and licenses.	
Tag all items going into storage.	
Pack special care items and leave open for movers to inspect.	
Service your vehicles.	
Decide where you will spend your last night in current location.	
Arrange trash collection and recycling service in new location.	

1 Week Prior

Drain oil and gas from your power equipment.	
Service appliances for shipment.	
Remove window air conditioners.	
Pick-up dry cleaning and items sent out for repair.	
Cancel all deliveries (mail, newspaper, trash, garbage, etc.)	
Arrange for childcare and pet care on moving day.	

2 Days Prior

Clean out refrigerator. Draw down food inventory and throw away perishable food.	
Set aside cleaning materials to be used for cleanup after packing and loading.	
Remove pictures and mirrors from walls.	
Confirm arrival time of van line.	

1 Day Prior

If you have children, pack a small bag with their favorite items and toys to bring on the trip and to play with while you pack.	
Clean house as much as possible before movers arrive.	
Make sure you have small zip lock bags on hand to pack small items or hardware from disassembled furniture.	

Move-Out Day

Make sure that all key people have your cell number.	
Remove bedding and label box “Load Last – Bedding.”	
Place towels, fresh soap and toilet paper in box and label “Load Last – Toiletries.”	
Pack your luggage and anything you are taking with you in your vehicle.	
Lock valuables and personal records in vehicle trunk.	
Work with movers as they pack; remember you can make notes on inventory records.	
Read the bill of lading carefully before you sign it. Keep bill of lading with you as you travel to new location.	
Make a final inspection of your home for items left behind before the movers depart.	
Provide driver with your in-transit phone number and phone number at new location.	
Confirm delivery address of your new home with the driver.	
Clean house after mover departs.	
Give keys, garage door remotes and alarm codes to new owner.	

Move-In Day

Clean house as much as possible before the movers arrive.	
Review your floor plan so you can tell movers where to place furniture.	
Check off each item on the carrier's inventory list.	
Note any damage as goods are unloaded/unpacked.	
Have movers set up bedrooms first and then the kitchen.	
Movers will remove cartons on move-in if you request. (Check if there is any additional charge for this.)	
Signing the Inventory Sheet acknowledges the receipt of all items listed – make sure you note any damaged or missing items.	

After You Move In

Forward new address and phone number to friends and family.	
Locate schools, post office, grocery stores, fire station, hospitals, police and gas stations, dry cleaners, banks/ATMs etc.	
Take time out to do something fun with family during first week (go to a museum, zoo, park, pool, beach, golf, sporting event, etc.).	
Provide new dentist and doctor with your medical records.	
Update your driver's license and auto tags.	
Notify insurance companies of new address.	
Register to vote.	
File claim for any damage or lost items with the van line's claims department.	

Notes: