



Insured and bonded

organizingconceptsanddesigns.com • (310) 560-5060

info@organizingconceptsanddesigns.com

Moving Checklist

8 Weeks

before you move

- ▶ Create moving binder/file
- ▶ Start researching moving companies
- ▶ Create a room-by-room inventory:
 - ▶ Take pictures of valuables

6 Weeks

before you move

- ▶ Select moving company
- ▶ Start going through your belongings to figure out what you're keeping
- ▶ Sell or donate unwanted items

4 Weeks

before you move

- ▶ Measure furniture to make sure it will fit in new home
- ▶ Make travel arrangements
- ▶ Identify items that need specialty packing
- ▶ Buy packing supplies:
 - ▶ boxes of various sizes; packing paper; bubble wrap; tape

3 Weeks

before you move

- ▶ Notify people, personal and professional, of new address:
 - ▶ i.e., USPS, Banks, Credit Card Companies, Financial Advisors, CPAs, Insurance agents, Doctors, friends, family, etc.
- ▶ Update driver's license and car registration
- ▶ Pack vital documents and valuables
- ▶ Back up computer files
- ▶ Update memberships, subscriptions and auto-shipments

2 Weeks

before you move

Week of Move

Moving Day

1 Day

after you move

- ▶ **Begin packing:**
 - ▶ **Make sure boxes are labeled by room going into (not out of)**
 - ▶ **Number boxes and keep inventory list of what is in each box**
- ▶ **Make arrangements for child and/or pet care, if necessary**
- ▶ **Consider hiring a moving buddy**

- ▶ **Pack suitcases for a couple of days:**
 - ▶ **Take personal items with you. Do not give them to the movers (i.e., Medicines, Money, Jewelry, Important documents)**
- ▶ **Finish packing (before moving day)**
- ▶ **Check utilities to make sure they work at your new residence**

- ▶ **Identify unpacking priorities**
- ▶ **Conduct final walk-through to make sure that nothing is left behind**
- ▶ **Make sure boxes are unloaded into correct rooms**
- ▶ **Remember to tip the movers and unpackers!**

- ▶ **Unpack (or better yet...have us unpack)**
- ▶ **Change locks and make spare keys**

Sit back and relax. Welcome Home!