

# Moving Checklist

## *6-8 Weeks before Moving Day*

- Contact Right Choice Movers to make arrangements for your move. Let us know if you will need help packing, if you have specialty or big items you'd like specific care for, or if you'd like wardrobe and packaging moving boxes at no additional cost.
- Create a space where you can store and organize packing supplies and begin placing your packed labeled boxes. Specify destination room on the top and sides of each box.
- Contact your insurance agent to transfer all insurance policies.
- Create a designated folder for moving-related expenses. Notify schools in the old and new locations to arrange for the transfer of school records and begin the process of registration.
- Collect all medical, dental, school and important records. Keep these in a safe place.
- Start going through closets, storage areas, basement, attic or garage.
- File change of address form at local post office or go online.
- Put in for vacation time if need be. It also would be a good idea to schedule a babysitter if you have young kids.
- If available find owner's manuals for appliances in new home.

## *2-4 Weeks before Moving Day*

- Give a change of address to the companies that you deal with regularly, including your bank.
- Make the arrangements with your cable, internet, electric and any other services you currently use.
- Check the requirements for obtaining a new driver's license and complete auto registration at your new location.
- Begin cleaning the rooms for the new residents.
- At this point you should have a good sense of what items you will not be taking with you. This is a good time to organize a garage sale. Pack every day. Get help if you can, or call Right Choice Movers at any time to receive help from our professional packing teams. Your final week at home has the potential to be very stressful and you should prevent pushing things off until the last minute.
- Make sure all scheduled deliveries and house maintenance have been canceled or redirected to your new home.

## *Week of Move*

- If you are not going directly to your new home, ensure that your movers have an address and phone number where they can contact you, if necessary.
- Empty, defrost, and clean your refrigerator, oven, and freezer the day before your move. Use baking soda to rid it of any foul odors.
- Mark any unmarked boxes. Having properly marked boxes will speed up your moving process.
- Put together a Moving Day Bag with items you will need for the trip and your first moment at your new home. This includes toilet paper, medicine, laptop, utensils, paper towels, and etc.
- Empty any equipment that has gas, if you want your moving team to transport those items.
- Check in with us one last time and confirm that everyone is on the same page. Reconfirm the arrival time as well as cell phone numbers.

## *Day of Move*

- Call in about any special instructions that your moving team may need before arrival.
- Make sure there is a big enough space for your moving team to park. Also, make sure there is a safe path for your moving team to walk back and forth to the truck.
- When the movers arrive, be available to answer any questions they have. If you will not be available, please give the person in charge as much information possible, so they can answer the mover's questions. Be accessible by phone if possible.
- Last walk through, lock all windows and doors, turn off lights and thermostat.
- Enjoy the new place that you call Home!