

MOVING CHECKLIST

One to three months (or up to a year) prior to move:

1. Identify your resources

- Who will help? Options: friends, family, professionals.
- If hiring a professional: look online for Certified Senior Move Managers, like Downsize Designs, at www.nasmm.org (National Association of Senior and Specialty Move Managers).

2. Interview moving companies and review personal property insurance

- Check your homeowner's policy to see if you're covered during the move or need to purchase insurance through the move.
- Consider replacement value insurance.
- Schedule moving company at least one month ahead; three for summer.

3. Draw out a scaled floor plan for your new space, measure what you plan to take with you, and decide where it will go.

- Make sure everything you plan to take will fit.
- Don't forget to leave space for traffic flow, and don't forget vents, outlets, thermostats and cable outlets.

4. Ship or give away items to family, friends, and charities; arrange estate sales or deliveries to an auction house.

- Establish firm deadlines for everyone, so you have time to have the rest hauled away before the move.

Three weeks prior to move:

1. Notify utilities, at both former home and new residence.

Gas/oil, electric, telephones, alarm/security system, water/sewer, cable, internet.

2. Begin changes of address:

- Banks, insurance, social security/employer/pensions, motor vehicles, doctors and dentists.
- A USPS forwarding order is necessary, but do not rely solely on it; your mail can be tied up for 6 weeks.



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3. Have medical records forwarded or copied, if necessary.
4. Schedule a cleaning service for final cleaning of your home.
5. Reserve elevators, loading docks, parking spaces as necessary, for movers.

Two weeks prior:

1. If you are packing yourself, make sure you label boxes clearly by destination room, not by room of origin.
2. Reconfirm arrangements with mover.

One or two days prior:

1. Gather checkbook, credit cards, medications, jewelry, cash and equivalents, personal valuables, important papers, passports, cell phone, keys, etc.
 - Movers should not have access to these items.
 - Transport these in your personal vehicle, both for easy access and security.
2. If moving your refrigerator - unload, defrost, drain, dry.

Day before the move:

1. Pack an overnight bag or moving day box as if you were going away for a long weekend
 - Include: clothing and toiletries, first aid supplies, towels, blanket, sheets, pillow(s), flashlight, extra medications, etc.
 - Mark the box clearly so you won't have to search through boxes for urgently needed items during your first days at your new home.
2. Mark furnishings, closets and cabinets according to where they/their contents will go in your new home.
 - Painter's tape works well, because it doesn't damage most surfaces and can be written on with a large marker.



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During the move:

1. Never leave movers unattended.
2. Ask movers to label boxes according to your destination labels, not origin
3. Mover comfort and happiness are important to a successful move.
 - Have water available
 - Lunch or refreshments are nice options.
 - Tips are common in the industry.

Before the movers leave:

At origin - walk through the house, checking all closets and cabinets for unpacked items.

At destination:

- Note any obvious damages.
- Check that movers place boxes in or near the correct rooms.
- Items disassembled by movers should be assembled by them.
- Ask movers to double-check their truck and any other vehicles for remaining items.