



MOVING CHECKLIST

Six to Eight Weeks Before Moving Day:

- Set a date for a visual survey of your home and the items you are moving.
- Make necessary travel arrangements like airline, hotel, and rental car.
- Place all legal, medical, insurance, and tax records in a safe and accessible place.
- Watch email inbox for any updates from your assigned TSP's Relocation Advisor.

Four to Six Weeks Before Moving Day:

- Notify the post office that you are moving. An online "change of address" form is available on the United States Postal Service website.
- Notify other accounts of your upcoming move and/or give them the new address, when relevant (and if you have it).
 - Utilities
 - Electric
 - Gas
 - Water
 - Telephone
 - Sewer/Trash
 - Cable
 - Personal Accounts
 - Pharmacy
 - Banks/Finance Companies
 - Law Service
 - Credit Card Companies
 - Auto Finance Company
 - Health Club/Gym
 - Professional Services
 - Doctor(s)
 - Dentist
 - Accountant
 - Lawyer
 - Broker
 - Insurance Agent
 - Publications
 - Newspapers
 - Magazines
 - Newsletters
 - Professional Journals
 - Government Offices
 - Dept. of Motor Vehicles
 - Social Security Administration
 - State/Federal Tax Bureaus
 - City/County Tax Assessor
 - Veterans Administration
- Prepare a list of friends, relatives, business associates, and others who should be notified of your move.

Two to Three Weeks Before Moving Day:

- Have a garage sale or put items up on Facebook Marketplace or other online auction/sales sites
- Donate unwanted clothing or household goods to charitable organizations.*
- Begin to use up supplies of canned goods, frozen foods, and other household items. Buy only what will be used before moving.

**Don't forget to notify your Relocation Advisor if you have added to or subtracted from the quantity or volume of items that you'll be moving in your household goods shipment. Be sure to supply your advisor with destination address and phone numbers where you can be reached.*

PREPARING THE FAMILY

- Take the family for a farewell visit to some of the places that hold happy memories.
- Have a going-away party for the children and their friends.
- Have some fun for yourself... an open hour or an informal dinner or BBQ. Keep it simple.
- Make family travel plans. Reserve hotel rooms and airline tickets as needed.
- If driving to your new location, have your car serviced for the trip (tires, brakes, and windshield wipers, fluids, belts, etc.)

PREPARING HOUSEHOLD ITEMS

- Federal law requires that you properly dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons such as weed killer. Drain fuel from your power mower and other machinery. Discard partly used cans of oil, paint, paint thinner, bleach, or any other substances that may be flammable or combustible or those stored in containers that may leak. (Be sure to read the complete list of banned items provided by your Relocation Advisor.)
- Refillable propane tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable propane tanks used for barbecue grills.
- All major appliances must be prepared for shipping. Your Relocation Advisor may set up a third-party company to perform this service.
- Set up a date for having your utilities disconnected. If possible, plan to keep utilities in service through the end of your moving day.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners as they are ready to pack and will be easy to transport.
- Obtain a written appraisal of antique items to verify value. Avoid waxing or oiling wooden antiques (and fine wood furniture) before moving because some products might soften the wood, making it vulnerable to imprinting from furniture pads.
- Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture needs to be placed in temporary storage.

One Week Before Moving Day:

- Firm up moving dates (keeping in mind any potential delays, extensions, hiccups, etc.).
- Confirm any reservations related to your moving day.
- Decide what to do with house plants. Give them to friends or relatives, donate them to a non-profit, or include them in a garage sale.
- Plan for special care needs of infants and/or pets.
- Arrange old and new: Keys, medical and dental prescriptions, utilities, bank account, school registration, etc.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations. Make sure their collar is secure.
- Arrange for transportation of pets. Take them in the car or send them via air. Consider boarding pets either at destination or at a kennel near you until you have settled in to your new location.

Day Before Moving Day:

- Collect things that you definitely want packed together, such as children's toys, and place in a separate group.
- Unplug all electronic appliances 24 hours in advance of a move so they'll be at room temperature on moving day. This includes computers, televisions, and A/V equipment.
- Organize and set aside those things that you're taking with you separately, so they don't get packed and loaded in error.
- Pack a box of personal items that will be needed immediately at your new home and keep it with you.

Moving Day:

- Make sure there is someone home all day to answer any questions the crews may have.
- Record all utility meter readings (gas, electric, water).
- Read your Bill of Lading and inventory carefully before you sign them. Keep these (and all related papers) in a safe location until all charges have been paid and all claims, if any, have been settled.
- Personally attend to your valuables.
- Double check all closets, cupboards, and drawers for any articles that may have been overlooked.
- Take a last look around:
 - Water shut off?
 - Furnace shut off?
 - Light switches turned off?
 - Windows shut and locked
 - All utilities arranged for disconnection?
 - Old house keys surrendered?
 - Have you left anything?

LET NEW ADVENTURES BEGIN!