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Moving Checklist

When you and your roommates move out of your current place, use this moving checklist to make sure everything goes smoothly. Basically, you can break down the moving activities for you and your roommates into four categories; One Month out, One Week out, Moving Day, and After Arrival.

One Month Before Moving

- Each roommate must fill out a Change of Address order form for the post office.
- Each roommate must fill out an IRS change of address form.
- Each roommate must make arrangements with a moving company, or reserve a rental truck for the day of the move.
- Each roommate should make travel arrangements, if necessary, with airlines, buses, car rental agencies and hotels.
- Everyone should transfer memberships in churches, clubs and civic organizations.
- Roommates should obtain medical and dental records, x-rays and prescription histories. Ask the doctor and dentist for referrals and transfer prescriptions.
- Each roommate should set up a checking account in their respective new city.
- Each roommate should take an inventory of their belongings before packing, in the event that something gets lost and an insurance claim must be filed. If possible, take pictures or video tape the belongings. Also, each roommate should record serial numbers for electronic equipment.
- Roommates with pets, must make arrangements for transporting the pets to their new home.
- You and your roommates should start using up food items, so that there is less left to pack and possibly spoil.

One Week Before Moving

- One roommate must switch utility services to a new address, or cancel the service altogether. Also, one roommate must inform electric, disposal, water, newspaper, magazine subscription, telephone, and cable companies of your move.
- Each roommate should arrange for the necessary help on moving day.
- Each roommate should confirm their travel reservations, as necessary.
- One roommate should reserve the elevator if moving from an apartment building with elevators.
- One roommate should have appliances serviced for moving.
- Each roommate should clean rugs and clothing and have them wrapped for moving.
- If you, or your roommates, have infants, plan ahead for special needs during moving.
- Each roommate should close local bank accounts and have your funds wired to their new bank.
- You and your roommates should collect valuables from any safe-deposit boxes, and make copies of any important documents before mailing or hand carry them to your new addresses.
- Each roommate should check with their insurance agent to ensure they'll be covered through their homeowner's or renter's policy during the move.
- One roommate should defrost the freezer and refrigerator, and place deodorizer inside to control odors.

- Each roommate should give a close friend, or relative, their travel route and schedule so they may be reached during the move, if needed.

On Moving Day

- Each roommate should double check closets, drawers, shelves, attic and garage to be sure they are empty.
- Each roommate should carry important documents, currency and jewelry themselves, or use registered mail.
- Each roommate should carry traveler's checks for quick, available funds.

After Arriving At New Home

- Each roommate should renew their driver's license, auto registration, and state tags.
- Everyone should shop around for new insurance policies, especially auto coverage.
- Each roommate should revise their will and other legal papers to avoid longer probate and higher legal fees.
- You and your roommates should locate the hospitals, police stations, veterinarian and fire stations near your respective homes.

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