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# Moving Guide and Checklist

## 6-8 WEEKS BEFORE MOVING

*This is a great time to begin the details of your move.*

- Make a list of items you plan on moving to your new home and items you wish to take to storage.
- Make a list of items to be handled by the mover and those you will handle yourself.
- Dispose of the items that you do not need or consider a garage sale if you have time.
- Get estimates from several moving companies.
- Research and select a professional moving company. Discuss costs, packing, timing and other necessary details with them.
- Transfer homeowners/apartment and auto insurance through your insurance agent.
- Many moving expenses are tax deductible, so maintain a file with important information and receipts for moving related expenses.
- Place all your medical records in a safe place. Do not forget prescriptions, vaccination records and other important information.
- If moving to a new community, find out about the schools, parks, recreation and community programs from the local Chamber of Commerce or Visitor's Bureau.

## 4-5 WEEKS BEFORE MOVING

*Start collecting moving and packing supplies. These can be purchased from our stores often at better prices than retail stores!*

- Contact the post office and fill out a USPS change of address form. Provide your new address to your telephone company, trash company, cable/satellite, water, gas/electric company, internet provider, insurance companies, banks and financial institutions, clubs and newspaper and magazine subscriptions.
- Register your children in their new schools. It would be a good idea to involve them in the moving process. They can help pack their toys and items from their room.
- If you have pets, make arrangements for transportation. Find out if there are specific requirements for pet ownership in your new township. Also, obtain your pet's records from your veterinarian.

## 2-4 WEEKS BEFORE MOVING

- Contact utility companies – electricity, gas, phone and others for disconnection after your scheduled move out.
- Call ahead to have utilities connected to your new home.
- Begin to start moving items to your self storage unit.
- If you have young children, you might want to arrange for a baby sitter on moving day to ensure they remain safe during the loading process.
- Remember to return library books and any other items you have borrowed. Also, collect items you have loaned out.
- Don't forget items in basements, attics and closets.
- You may NOT want to pack your valuables in the moving van; consider taking them with you.
- Plants – some state laws do not allow moving house plants. Plants could be given to friends or perhaps a local charity.
- If you are going to travel by car, you may want to have the automobile serviced prior to departure.
- Start packing items you don't currently need. Determine which items go to storage and which items go to your new home. Place boxes in separate locations within your home to keep them separate.
- Also, be sure to remove contents from your safety deposit box.

## 1 WEEK BEFORE MOVING

- Have one box set aside for valuables and important papers. This should be placed in your car with you.
- Continue to move items to your storage space.
- Disassemble your computer and back up important computer files. Avoid exposure to extreme temperatures. Dispose of flammable items like fireworks, cleaning fluids, matches, acids, chemistry sets and other hazardous items responsibly.
- Make sure your items are labeled: 'fragile', 'load first', 'load last' and 'do not load'. This is important to ensure the safety of your items.
- It is important to empty, defrost and clean your refrigerator at least a day before moving.
- Confirm that your moving company knows the correct address and phone number of your new home. Provide them with a phone number to get in touch with you until you get to your new home.
- Keep plans flexible and make arrangements in case of delays. Confirm travel arrangements and keep items you will need while the rest of your belongings are in transit.
- Pack a separate box with the things you will need immediately upon arriving at your new home, for example – snacks, disposable plates and cups, bathroom items and trash bags.

## MOVING DAY AND AFTER

*Be there to direct the movers. The driver must have your name and phone number in writing.  
(Also remember to take destination agent's name, address and contact number.)*

- Thoroughly check your closets, drawers, shelves, attic and garage to make sure nothing is left behind.
- Sign the bill of lading and make sure your new address and phone number are correct.
- Turn off all the switches and lock all doors and windows.
- Plan placement of major items in your home.
- While unpacking, make sure there is no damage and no items are missing.
- Make sure utilities are connected.
- Carry traveler's checks or cash for quick payments.
- If moving to a new state, you will need to obtain a new driver's license and revise your will and other legal papers.
- Locate the hospitals, police stations and fire stations near your new home.

## NOTES

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