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[WWW.AZWESTREALTY.COM](http://WWW.AZWESTREALTY.COM)

**LONG DISTANCE MOVE CHECK LIST**

**GUIDING YOU STEP BY STEP**

**kw** KELLERWILLIAMS® REALTY  
**PROFESSIONAL PARTNERS**

## **Two Months:**

- If using a mover: contact moving companies for estimates.
- If moving yourself: contact truck rental companies for estimates.
- Sell or donate unneeded furniture.
- Begin to remove clutter. Start with basement, attic, and garage.
- Start a file of moving paperwork and expenses. Can be used for tax credits and claims.
- For kids: arrange to transfer school records.
- For family: arrange to transfer medical, dental, legal records. Ask for referrals.
- Take pets for immunization, if necessary.
- Banking: prepare to transfer financial and safety deposit box contents to new branch.
- Documents: be sure all personal, family, and financial records are accounted for: Birth certificates, passports, insurance, medical, dental, legal, and academic records.
- Obtain missing documents from authorities.
- Choose a mover or truck rental company. Be sure to have references.

## **Six Weeks:**

- If using a mover: schedule moving company.
- If moving yourself: reserve moving truck, ask friends to help or hire a moving team.
- Obtain and fill out post office change of address cards, or do online. Use mail forwarding.
- File change of address with Federal Government (IRS, Revenue Canada).
- Make arrangements for storage, if necessary.
- Order moving materials: boxes, bubble wrap, packing tape, and other supplies.
- Start to pack: seasonal clothing, sports gear, and other items not in immediate use.
- Clean out closets and drawers.
- Use food and supplies which cannot be moved.

- Hold a garage or moving sale.
- Give items away to charity.
- Prepare antiques, collectables, and plants for extra special moving care (pianos).
- For kids: arrange for special travel arrangements, flights.
- For pets: arrange for special travel arrangements, flights.

## **Four Weeks:**

- Notify friends and family of new address. Send change of address cards.
- Schedule disconnection: of all utility services at old home, and connection at new home. *Telephone, cell phone, gas, electricity, water, cable, satellite, internet.*
- Change address: Banks, credit cards, magazines, employer, clubs, and associations.
- Contact insurance company for moving coverage and to transfer policy to new home.
- Reserve elevators for move: apartments/condos.
- Arrange for cleaning or repair of drapes, furniture, and carpet.

## **One Week:**

- Prepare automobile and driver licensing and registration (if moving out of state or province).
- For kids & pets: arrange child care or pet care for moving day.
- If moving yourself: Begin to pack bookshelves, kitchen, bedrooms, and bathroom.
- Prepare for sale or disposal of items not sold during garage or moving sales.
- Service automobile before move.
- Transfer prescriptions. Be sure to have enough medication on hand.
- Pick up laundry and dry cleaning.
- If using a mover: confirm date and time of packing and moving.
- If moving yourself: confirm moving truck.
- Confirm help with friends or moving team. Pack.

- Confirm travel arrangements.
- Pack a travel kit. Put aside critical items beforehand.
- Baby Care: diapers, stroller, car seat, medications, clothing.
- Children: toys, medications, books, clothing.
- Kitchen: dishes, utensils, food.
- Personal: bedding, clothing, toiletries, medicine, bandages.
- Pack a Suitcase: have items on hand in case movers are delayed with belongings.
- Cell Phone: keep the charger handy.
- Settle any bills with local businesses.
- Banking: transfer all financial and safe deposit box contents to new branch