

Moving Tasks Checklist

Save Time, Money and Stress: Success at Work & Home



Have you thought about moving to:

- ◆ Buy a house?
- ◆ Find a more affordable rental?
- ◆ Live in a safer neighborhood?
- ◆ Allow more needed space for your family ?
- ◆ Downsize after life changes?
- ◆ Live closer to work for a shorter commute and transportation savings: less gas, better bus routes, or the ability to walk/ride a bike to work?

Give away, sell, toss or recycle anything you do not need:

- ◇ Go through each room of your home to set aside what moves with you.
- ◇ Have extra stuff? Organize a garage sale or online sale to get rid of anything you won't be taking with you.
- ◇ Donate any unwanted clothing, furniture or other household goods (pots, pans, dishes, bedding, etc.) to your favorite charity. Ask for a receipt showing the items' approximate value for possible tax deductions. Some organizations such as Goodwill and Salvation Army will pick up items at your home.
- ◇ Toss or recycle anything you don't need that can't be donated, sold or gifted. Keep in mind there might be a limit as to what you can put at the curb each week. Start planning and sorting early.
- ◇ Buy only the food you will need up until move day. Throw away perishable items or pack a cooler with ice to transport in your move.

Notify the following organizations of your address change

- ◇ Post office (set up mail forwarding)
- ◇ Human Resources at your company of employment
- ◇ Public assistance agencies if applicable
- ◇ Insurance companies (home, auto, health, life)
- ◇ Secretary of State (driver's license, car registration, voter registration)
- ◇ Publishers (newspapers, magazines, etc.)
- ◇ Credit card companies and banks
- ◇ Main doctors' and dentist offices
- ◇ Cable/internet companies
- ◇ Phone providers
- ◇ Utility companies
- ◇ Garbage collection
- ◇ Schools

Moving can be emotionally and physically stressful, use these tips for a safe move:

- ◇ Plan your move and start well over a month in advance - having a strategy will make the process less overwhelming.
- ◇ Don't pack more than 50 pounds into a box, and make sure anything you lift isn't done with too much strain.
- ◇ Rent dollies or straps to assist with heavier pieces.
- ◇ Consider professionals for large pieces if within your budget.
- ◇ Enlist friends and family for packing, moving and cleaning support.
- ◇ Make sure pets and children are out of harms way when moving large items and leaving doors open.
- ◇ Keep an emergency kit on hand with pain relief and bandages for minor injuries.
- ◇ Plan the best place to park near the old and new home, check for uneven walks, inspect steps, and be mindful of any other areas that could be a dangerous.