



## Moving Checklist

Use this checklist as a guide to help you stay organized during your move

### One Month before your Move

- Update your driver's License
- Update your Vehicle registrations
- Contact the IRS to obtain a change of address form
- Schedule any required travel arrangements such as vehicle or hotel reservations for long distance moves
- Purchase Moving boxes, packing tape and protective bubble wrap
- Contact and book a moving company
- Pack all medical, legal and insurance documents in a safe location
- Inform your family and friends
- Contact the Post Office to provide them with your new location
- Prepare a file for your moving receipts as some of them may be tax deductible
- Redirect magazine and other subscriptions to your new address
- Inform your Doctor of your new address
- Inform your Dentist of your new address
- Inform any other service providers of your new address
- Notify your bank with your change of address
- Contact your insurance company with your new location

2818 W Broad St Ste B, Richmond, Virginia, Phone: 804.240.1120



### **Two Weeks before You Move Move**

- Contact your phone company about your move
- Setup your utility and phone services at your new location
- Confirm your moving date and time with your preferred moving company
- Call some friends to help you out on move day
- Reconfirm any travel arrangements
- Contact your bank if you need to transfer to another branch

### **The Day before Moving**

- Place all your moving packaging materials in one location for ease of access
- Clear any clutter from your hallway to leave a clear path to the front door
- Make sure that all boxes are labelled for organizational purposes
- Fill up your car with gas if you are going to be driving long distances
- Have some cash ready for any last minute expenses
- Throw out any unnecessary rubbish
- Give away any unwanted items
- If you are travelling, prepare any travel tickets beforehand
- Print out and prepare all your travel itinerary