

House Moving Checklist

Eight Weeks Before Moving

- Contact the University of Dayton Purchasing Department, by calling 937-229-2641 to begin selection of a moving company.
- Please review the Employee Relocation Policy found at ([link](#)).
- Keep receipts and other important information.
- Make an inventory of your household goods and begin to remove clutter.
- Create a floor plan of your new home for furniture and appliance placement.
- Start deciding which function each room will serve.
- Start researching your new community. You can contact the Dayton Area Chamber of Commerce at <http://www.daytonchamber.org/> to get more information about Dayton.

Seven Weeks Before Moving

- Get copies of your medical, dental and optical records. Contact your lawyer, personal banker and stock broker. Arrange to transfer your children's school records.
- Get copies of any legal and financial records you need.
- Call your insurance agent to see what changes to expect in your policies.
- Contact organizations you have joined to ask how you can end or transfer your membership.

Six Weeks Before Moving

- Have antiques, pieces of art, and other valuables appraised.
- Make a list of things that are difficult to replace for shipping them.
- Make a list of friends, relatives and businesses that need to be notified of your move.
- Obtain and fill out post office change-of-address cards.
- Take inventory and decide what to get rid of.
- Start planning a yard sale or contact your local charities.
- Subscribe to the newspaper in your new hometown.
- If storage is needed please contact University Purchasing Department to discuss.
- Start using foods and cleaning supplies that cannot be moved.
- Clean all closets and drawers.

Five Weeks Before Moving

- Advertise and host your garage sale.
- If needed, start collecting boxes and other packing supplies.
- Start packing items you don't use often.
- Plan ahead for parking.
- If needed, plan for short-term or long-term storage at destination.

Four Weeks Before Moving

- Call your newspaper courier and set a date to cancel your subscription.
- Arrange for cleaning and repair of furniture, drapes, and carpeting.
- If necessary, arrange for special transportation of your pets and plants.
- Fill out an IRS change of address form.
- Set up a checking account in your new city.
- Take pictures or video tape your belongings.
- Record serial numbers of electronic equipment.

Three Weeks Before Moving

- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up.
- Retrieve any items out on loan.
- Decide if you will keep your plants or give them away.
- Dispose of flammables, corrosives and poisons.
- Cancel services and utilities at your current location and set up a start date at your new location. Services could include newspaper, home security, garbage collection, cable TV, lawn or snow removal and cleaning services. Utilities to contact could include local and long distance phone service, electric, gas/fuel oil and water/sewer.
- Have your automobile(s) serviced.
- If you're moving from a warm climate to a cold one, check your antifreeze.
- If you are moving into or out of an apartment, arrange to use the elevator on your move day.
- Prepare auto registration for transfer.
- Make child-care arrangements for moving day.
- Hold your moving sale.

Two Weeks Before Moving

- Arrange for disposal of anything not being moved to your new location.
- Arrange to transfer all your bank accounts to a new bank or branch location. This includes any direct deposits or automatic withdrawals. Also close local charge accounts if moving to a new city. Move your money before you have to move.
- Clear out safety deposit boxes.
- Pick up traveler's checks or cash for "on the road" expenses.
- Make special arrangements to move your pets and notify your veterinarian.
- Notify any creditors of your move.
- Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.
- Assemble a folder of important information about the house for the new owner of your home.

One Week Before Moving

- Arrange for help on moving day.
- Transfer all medical prescriptions to a pharmacy in your new town.
- Set aside valuables, important papers, etc. for you to take with you so you can find them quickly. Don't put them in a box, especially those you may need for your closing.
- Confirm travel reservations.
- Drain all gas and oil from your mower and other motors.
- Clean rugs and clothing and have them wrapped for moving.
- Drain water hoses and waterbed.
- Empty, defrost and clean your refrigerator.
- Notify friends and family of your new address and phone number.
- Pack small bag with toiletries, medications and a few days clothing.
- Have appliances serviced for moving.
- If moving yourself, dismantle beds and other large furniture.
- Find new homes for plants that will not be moved.
- Set aside anything that will travel in your car so it will not be loaded on the truck.

Moving Day

- Inspect your trailer for cleanliness and leaks before signing for delivery.
- Read your bill of lading and note on the inventory paperwork any damaged items.
- Supervise unloading and unpacking.
- Be prepared to pay with cash or traveler's checks (self move only).
- Load your goods in a pre-designated order.
- Double check closets, drawers, shelves, attic and garage to be sure they are empty.
- Make sure the destination address and contact information is correct.
- Leave a note with your new address in the house.
- Keep a friend or family member informed of your plans in case of an emergency.
- Carry important documents, currency and jewelry yourself, or use registered mail.
- Pack a "handy items box" for your first night and day in your new home. It should include items such as: scissors, utility knife, cups, paper plates, towels, toilet paper, snacks, portable beverages, soap, pens, paper, local phone book, tape, trash bags, toiletries, sponges and shelf liner.

Moving In

- Arrive at your new home ahead of your shipment.
- Check appliances and systems and arrange for repairs if necessary.
- Show the driver where you want the trailer parked and sign for delivery.

After the Move

- Get a new driver's license and new tags.
- Shop around for new insurance policies.
- Revise legal papers to avoid longer probate and higher legal fees.
- Locate the hospitals, police stations, veterinarian and fire stations near your home.
- Contact the local paper for a new subscription.
- Register to vote.