

Several weeks prior to your move:

- ☐ Review your relocation package (if you have one) and determine what expenses will be paid by your company
- ☐ Start a log of moving expenses receipts (some may be tax deductible; consult your tax professional)
- ☐ Get written estimates from moving companies. Check the limits of insurance they offer
- ☐ Start to dispose of unwanted items by having a garage sale or making donations to charitable organizations (obtain receipts for possible tax deductions; consult your tax professional)
- ☐ Only buy items that will be used before moving
- ☐ Collect and return items borrowed by neighbors and friends. Don't forget any library books
- ☐ Purchase supplies like packing tape, bubble wrap, furniture pads and boxes

Just prior to moving day:

- ☐ Check in with your movers and confirm the start time of your move
- ☐ Make sure you have all the documents related to your move on hand
- ☐ Pack "Open-First" boxes. For each room you pack, set aside one box that contains everything you'll need the first few days in your new home. Label the boxes "Open-First" so that these will be the first boxes you unpack
- ☐ Finish taking apart furniture that needs to be disassembled
- ☐ Write down serial numbers as you pack up your computer and electrical equipment
- ☐ Make sure all boxes are clearly marked/labeled
- ☐ Start cleaning the house as you go
- ☐ Close local accounts (banking, gym memberships, etc.) if necessary

On moving day:

- ☐ Check the truck, trailer or portable container for cracks, leaks or other signs of wear. Raise any concerns with the movers
- ☐ Load items in predesignated order, with "Open-First" boxes last
- ☐ Check all closets, cabinets and rooms to make sure you didn't leave anything
- ☐ Leave all keys and garage door openers needed by the new owner. Also leave a note with your contact information
- ☐ Carry currency, jewelry and important documents with you or use registered mail
- ☐ Check thermostat and make sure temperature is set appropriately
- ☐ Take out garbage