

Move Planning Checklist

Date: _____

1. Determine Moving Details:

- Decide on moving date.
- Local move or interstate move?
- Short-term or long-term storage required?
- Pre-packing services needed?
- Consider backloads or share load moving options.
- Vehicle transport required?
- Review insurance options and coverage.

Notes:

2. Research and Select a Moving Company:

- Gather recommendations.
- Research reputable companies.
- Check online reviews and ratings.
- Obtain multiple quotes.
- Verify licensing and insurance.

Notes:

3. Arrange for On-Site Survey:

- Schedule on-site survey with shortlisted companies.
- Discuss specific requirements and concerns.
- Obtain accurate estimates.

Notes:

4. Plan for Storage (if required):

- Determine storage needs (short-term or long-term).
- Inquire about storage options with the moving company.
- Assess storage facilities, security measures, and access.
- Discuss associated costs.

Notes:

5. Understand Terms and Conditions:

- Carefully review terms and conditions provided by the moving company.
- Pay attention to payment methods and cancellation policies.
- Seek clarification for any unclear points.

Notes:

6. Arrange for Change of Address:

- Notify relevant parties (bank, insurance providers, etc.) of address change.
- Update your address with utility companies and service providers.

Notes:

7. Declutter and Organize:

- Sort through belongings and declutter.
- Organize items into categories for easier packing and unpacking.

Notes:

8. Gather Packing Materials:

- Obtain packing materials (boxes, tape, bubble wrap, etc.).
- Ensure you have enough supplies for packing.

Notes:

9. Pack Belongings:

- Start packing well in advance of the moving day.
- Label boxes with contents and room destinations.
- Pack fragile items with extra care.

Notes:

10. Confirm Moving Schedule:

- Confirm moving date and schedule with the chosen moving company.
- Provide contact details and addresses for effective communication.

Notes:

11. Make Special Arrangements:

- Communicate any specific requirements to the moving company (fragile items, valuable possessions, etc.).
- Arrange for proper packing, handling, and protection of special items.

Notes:

12. Finalize Moving Checklist:

- Ensure all tasks are completed before the moving day.
- Double-check that nothing is overlooked.

Notes:

Feel free to print out this checklist and use it to keep track of your progress. You can tick off each section as you complete it and add any relevant notes under each section to provide additional details or reminders.