

# Moving Checklist to Give to Your Clients

Even the most organized person can be unprepared for all that comes along with moving, so helping your clients out in any way will be greatly appreciated.

The best way to prepare clients for a move is by giving them this checklist, along with a calendar with their moving day marked on it. This will help keep them on track to make a smooth transition, as well as keep your information readily available to them if they have any questions or want to refer your services to a friend.

Provide your clients this checklist in order to have a satisfied customer.

## One to Two Months Prior to the Move:

Decide if you are going to be using a moving company or if you are going to do it yourself.

If you decide to use a moving company, make an appointment for the movers to come to your house to evaluate the work that will be needed and to give you an estimate.

If you are going to be doing the move yourself, call a moving vehicle rental company to get their rates and reserve a truck for your big day.

## One Month Prior to the Move:

Change your address with the post office, credit card companies, banks and magazine subscriptions.

Call your current utility company and let them know what day to have your utilities disconnected (usually the day after your move). Call your new utility company to tell them what day to connect the utilities at your new home.

Check with your insurance company to make sure the items you are moving will be covered.

Create a list of friends, relatives and business associates who should be notified about your move.

Transfer or get copies of medical and dental records for everyone in your family. Also, ask if they have any referrals for healthcare providers in the area you will be moving to.

If you have children, get copies of school records, and if you have pets, get copies of the records from your veterinarian.

Start going through your belongings and deciding what will be moved, sold or donated. Have a garage sale or sell your items online. For the items that will be donated, call your local charity and ask what the process is for donating the items.

Purchase packing supplies and start filling an "Open First" box. This box will contain the items that you will need right away, such as toilet paper, soap, toothpaste, trash bags, cups and plates, scissors and snacks.

Start a box for your valuables and important documents. Keep this box with you during your move.

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**Two to Three Weeks Prior to the Move:**

Make any travel arrangements or special arrangements for any children or pets.

If you are not using movers, start boxing items that you will not need before your move. Make sure to label the boxes for the room that they will go into at your new home, and if possible, make a list of what is in each box to create a master list.

Begin using up your food in your pantry and refrigerator/freezer.

**One Week Prior to the Move:**

Confirm your reservation with the moving company or rental truck company.

Transfer your prescriptions

Send out change of address notifications to the friends, relatives and business associates that you listed.

**One Day Prior to the Move:**

Make sure you have bottles of water and snacks for moving day, as everything will be packed.

Pack your suitcase with your personal items and clothing you will need immediately.

**Moving Day:**

If you hired a moving company, supervise the movers. If you are moving yourself, communicate the plan for loading the rental truck to all who are helping you.

Take a last look around to see that nothing is left behind.

**One Week After the Move:**

Make sure your mail is being delivered properly.

Change your automobile registration and driver's license.