



---

## The Ultimate Moving Checklist

---

**It's Moving Time!** It is one of my **favorite** things to do! WHY? Moving is the **IDEAL** opportunity to truly sort through the items you desire to keep, mend, consign or pass along to another family who can use them more than you.

**Eliminate moving stress!** This quick and easy checklist will track the gazillion "to do's" for your upcoming move or relocation. You will feel at ease knowing all the details have been documented as you count it down from 6 weeks out to the day after the move.

In 2006, our young family downsized from 4,000 to 2,000 sq. ft. Much organization was required to make the transition a smooth one. It was my ultimate challenge as a Professional Organizer. To create an ultimate moving checklist not only for our family, but future clients as well.

### ***Upon Packing, Remember your P's Please...***

- ✓ **Ponder** – How often have I used this item? Is it worth the pack/ship cost to move it?
- ✓ **Plan** – Get or create a copy of your new home's layout. This detailed Moving Checklist will keep you on track and stress free. Reference both guides.
- ✓ **Pack** – Pack accordingly for that new space from kitchen drawers to closets. Mentally walk yourself thru where you would desire to place certain items.

If you didn't make it past step one, then call me and our staff will help you get it done! Whether via phone consult reviewing pictures of your items and the space or hands on organizing sessions, we would be honored and delighted to help make your transition seamless!

Your Organizing Guru,

### ***Danielle Wurth***

Professional Organizer and Author

Cell 602-579-5274

[www.wurthorganizing.com](http://www.wurthorganizing.com)

[wurthorganizing.com](http://www.wurthorganizing.com)

2013 Wurth Organizing, LLC. All rights reserved.

---

## Moving Checklist: Quick Summary

---

1. Try setting a target date for each task in advance, allowing a buffer is a beautiful thing.
2. Track your progress EVERYDAY and adjust your schedule accordingly.
3. Delegate tasks to trustworthy family, friends and neighbors who are willing to help.

*Remember...When in Doubt, Throw it Out!*

### 6 Weeks Prior to Moving Day

#### Get or make a Moving Organizer System:

This system is for all your important notes, receipts, and moving related documents by using a:

- ✓ **Binder or Notebook:** something sturdy with a front and back cover
- ✓ **Pocket dividers:** the separate sections can hold important invoices or receipts
- ✓ **Paper:** for keeping all your notes (3-holed paper is ideal for this)

#### Set the Moving Date:

Mondays and Thursdays are your best choices so that banks and offices are open in case you have a problem.

- ✓ If moving locally and time allows, consider doing a gradual move in of items starting the week prior to moving day.
- ✓ Start transferring items over by focusing and finishing on one room per day.
- ✓ Pack the bulk of the kitchen first, then the bathroom.
- ✓ Save time and money leaving the larger/ fragile items for the moving professionals.

#### Arrange for utility transfers:

Notify current and future utility providers of your Move Date. Document when current security deposits will be refunded and how much balance will be due and when.

- ✓ Best to schedule utility turn on dates at least one-day **PRIOR** to the move date.
- ✓ Plan your turn off date at least one day **AFTER** the Move Date to allow for emergencies.

## Special Notes:

---

---

---

## This Includes:

✓ Cable/satellite television	✓ Cell phone service
✓ Electricity	✓ Gas
✓ Internet/broadband	✓ Propane
✓ Local phone service	✓ Water
✓ Long distance phone service	✓ Sewer
✓ Recycling	✓ Trash
✓ Security	

### **Make sure you have enough cash:**

Most moving companies insist on being **paid in cash before** they unload a single box. Be sure to have the correct amount for moving expenses, deposits, and tips for moving day.

## 5 Weeks Prior to Moving Day

### **File change of address:**

At minimum, file a Temporary Change of Address with the U.S. Post Office to buy you time before you notify everyone else. You can file online or call 1-800-ASK-USPS (1-800-275-8777) or go to the local Post Office and complete form PS 3575.

## Special Notes:

### **Start a change of address log:**

Notify specific people of your change of address. The people who need your change of address may include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Accountant/tax preparer</li> <li><input type="checkbox"/> Alumni associations</li> <li><input type="checkbox"/> Attorneys</li> <li><input type="checkbox"/> Babysitter/ childcare provider</li> <li><input type="checkbox"/> Banks (auto loans, checking accounts, credit cards, home equity, IRAs, mortgage, safe deposit box, savings account)</li> <li><input type="checkbox"/> Broker</li> <li><input type="checkbox"/> Cell phone provider</li> <li><input type="checkbox"/> Child care/ daycare</li> <li><input type="checkbox"/> Chiropractor</li> <li><input type="checkbox"/> Courts - for traffic tickets or local disputes</li> <li><input type="checkbox"/> Credit bureaus</li> <li><input type="checkbox"/> Credit card issuers</li> <li><input type="checkbox"/> Dentist</li> <li><input type="checkbox"/> Department of Motor Vehicles</li> <li><input type="checkbox"/> Doctor</li> <li><input type="checkbox"/> Dry cleaning pick-up and delivery</li> <li><input type="checkbox"/> Family members</li> <li><input type="checkbox"/> Health clubs</li> <li><input type="checkbox"/> House cleaning service</li> <li><input type="checkbox"/> House of worship</li> <li><input type="checkbox"/> Insurance providers (auto, health, life, other vehicles)</li> <li><input type="checkbox"/> IRS (form 8822)</li> <li><input type="checkbox"/> Lawn care</li> <li><input type="checkbox"/> Luggage tags (replace existing ones)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Magazine subscriptions</li> <li><input type="checkbox"/> New Business Cards</li> <li><input type="checkbox"/> New employer</li> <li><input type="checkbox"/> Newspaper subscriptions</li> <li><input type="checkbox"/> Old employer</li> <li><input type="checkbox"/> Orthodontist</li> <li><input type="checkbox"/> Parent-teacher association</li> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> Pet sitter/ dog walker/ pet day care</li> <li><input type="checkbox"/> Pharmacy (BONUS: get expense summary for taxes)</li> <li><input type="checkbox"/> Physical therapist</li> <li><input type="checkbox"/> Physician (BONUS: get referral for new location)</li> <li><input type="checkbox"/> Post office</li> <li><input type="checkbox"/> Professional organizations</li> <li><input type="checkbox"/> Retirement plan holders</li> <li><input type="checkbox"/> Return address labels (order new ones)</li> <li><input type="checkbox"/> Schools (BONUS: get copies of transcripts)</li> <li><input type="checkbox"/> Snow removal service</li> <li><input type="checkbox"/> Social Security Administration</li> <li><input type="checkbox"/> Swimming pool maintenance (pool cleaning, pool opening or closing)</li> <li><input type="checkbox"/> Swimming pool memberships</li> <li><input type="checkbox"/> Veterinarian (BONUS get vet records and recommendations)</li> <li><input type="checkbox"/> Water delivery service</li> </ul> |
|---|--|

**Hire movers or reserve your personal moving truck:**

If you will be using Professional Movers, it is very important to ask for proof of their insurance coverage policy. If they hassle you over providing it then imagine the hassle when something is damaged, lost or stolen! Check the Better Business Bureau for any complaints filed against them.

**Recruit help for the move:**

If moving yourself, start recruiting friends, family, neighbors and co-workers well in advance. Offer free breakfast, lunch, snacks, and drinks for your workforce, and be sure to keep your pinky promise!

## Special Notes:

---

---

---

### Get the essential moving supplies: At a minimum, you will NEED:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Markers</b> to label boxes, preferably Sharpies.</li><li><input type="checkbox"/> Moving <b>Boxes</b>.</li><li><input type="checkbox"/> Plastic <b>Storage Totes</b> with removable lids for easy unloading AND future permanent storage use (18 gallon is a great size to handle easily).</li><li><input type="checkbox"/> Small, Medium and Oversized Clear Ziploc Plastic Bags. Can be used for <u>Double Duty</u> for soft items like off season clothes or toys that don't require any unpacking.</li><li><input type="checkbox"/> Sturdy Storage Bags – Nicely size 13x18 zipper closure, commercial grade 6mil holds it all from toys to tools – <a href="http://wurthorganizing.com">wurthorganizing.com</a></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Newsprint, packing paper or other <b>cushioning material like house rags, dish towels, table liners or towels</b>.</li><li><input type="checkbox"/> <b>Scissors</b> or utility knife.</li><li><input type="checkbox"/> Heavy Duty Extra Large <b>Draw-String Trash Bags</b> –Great for keeping towels, pillows and linens avoids extra laundry.</li><li><input type="checkbox"/> Hardy clear packing tape – I prefer the smaller sized dispenser rolls of Scotch brand – easier to use with small hands</li><li><input type="checkbox"/> Large White Mailing Labels for boxes</li><li><input type="checkbox"/> Pack of heavyweight protective sleeves for keeping important random paper documents from getting lost or ruined.</li><li><input type="checkbox"/> Grab a handled cleaning caddy and place your “go to” moving supplies in it to keep things all in one place!</li></ul> |
|--|---|

### **Start packing! :)**

Almost everyone under-estimates how much time it takes to pack. So start early and leave plenty of extra buffer in your schedule for all the unexpected delightful fun that may arise.

### **Start separating cherished essentials from the non-essential:**

One of the biggest secrets of a successful is eliminating as many items from the move as possible. Give items to friends, prepare them for a yard sale or donate to charity. Honestly ask yourself, “Do I really, really, really need this anymore?” “Does it still bring me joy?” If not, it is time to pass along that joy to someone else. **Be a good “gate-keeper” because once you move it into the new house, it has to be managed and organized.**

## 4 Weeks Prior to Moving Day

### Make arrangements to return critical items prior to moving:

<input type="checkbox"/> Cable/satellite receiver boxes, remote controls, dishes	<input type="checkbox"/> DVD and video game rentals
<input type="checkbox"/> Cable/DSL modems	<input type="checkbox"/> Library books (neighborhood and school)
<input type="checkbox"/> Carpet shampooer	<input type="checkbox"/> Tools (borrowed or rented)
<input type="checkbox"/> Clothing (borrowed)	<input type="checkbox"/> Trash cans/recycle bins
	<input type="checkbox"/> Unwanted purchases

### Make arrangements to retrieve critical items prior to moving:

<input type="checkbox"/> Clothing at dry cleaners, tailors or in storage	<input type="checkbox"/> Clothing lent to friends
<input type="checkbox"/> Items at repair shops	<input type="checkbox"/> DVD or personal items lent to neighbors
<input type="checkbox"/> Books or materials lent to neighbors or friends	

### Take pictures of how a variety of items were positioned or installed:

- ✓ Use your smart phone and save images into a folder marked Moving Related.
- ✓ Print off and place images in your Moving Binder to reference upon moving day for showing contractors for future installation projects.
- ✓ When removing Art, keep the Art hook and nail set together by masking tape it to the back of the Art Piece. This makes re-hanging super simple!
- ✓ Take a picture of your Tech Wire Set-up. Label the cords and the placement on the extension cord so installation at the new home is a breeze!

### Open bank accounts near your new address:

You may want to open a new safe deposit box at the same time, and move all vital papers and/or jewelry into the box in advance. This avoids any security concerns on Moving Day.

### Special Notes:

---

---

---

## 3 Weeks Prior to Moving Day

### Pack items in the order of least important to most important:

- ✓ Holiday décor.
- ✓ Entertainment, specialty plates and serving pieces.
- ✓ Off season clothes and blankets.

### The beauty of Wardrobe Boxes...what are they?

- ✓ They are tall cardboard boxes with a metal bar inside to hang clothes. They prevent clothes from getting soiled which reduces unnecessary laundry, keeping it clean and organized – A MUST HAVE for Moving!
- ✓ Call your Moving Company to discuss their policy for providing customers with Wardrobe Boxes. Some companies offer the option to purchase them up front, use for the move and then get reimbursed depending on condition of boxes upon return.
- ✓ Desiring new hangers? The Joy Mangano slim line hangers [www.hsn.com](http://www.hsn.com) offers double the hanging space due to its slim-width hangers and are wrapped in felt which prevents clothes from slipping off. Select the color, purchase your hangers, and transfer your clothes to the new system. Then hang into the wardrobe boxes.
- ✓ Pack all your clothes except for one week's worth. Place them on the bar in the wardrobe box in the exact order you hang clothes in your closet to make transferring simple.
- ✓ Gather your shoes and large purses and place into garbage bags to be stored at the bottom of the wardrobe box.
- ✓ Got a lot of bags? Hang them on hangers or use large metal book rings and place onto the bar in their own wardrobe box.

### Special Notes:

---

---

---

---

## 2 Weeks Prior to Moving Day

### **Make arrangements for child and/or pet sitting for your final Moving Week:**

If moving locally and desire a gradual move in. Buddy up with five friends for five days of coverage. Pack your items in the morning. Drop kiddos off at friends for a few hours while you're unpacking in the afternoon at the new home. Discuss with these "wonderful people" if they would be available to help watch kids/pets on Moving Day.

### **Create an "Open Me First" Core Moving Box for easy living and mental sanity:**

You'll need certain items almost immediately after you arrive! Those items need to be packed together in special boxes (one per room). Mark the special boxes with bright red markers or stickers so it can be spotted easily. The specific rooms are:

<p><b>Kitchen:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Aluminum foil</li><li><input type="checkbox"/> Disposable flatware, cups, plates</li><li><input type="checkbox"/> Coffee maker/filters</li><li><input type="checkbox"/> Dish detergent</li><li><input type="checkbox"/> Frying pan and spatula</li><li><input type="checkbox"/> Pet food and bowls</li><li><input type="checkbox"/> Scissors</li><li><input type="checkbox"/> Tea kettle</li><li><input type="checkbox"/> Can opener</li><li><input type="checkbox"/> Scotch tape</li><li><input type="checkbox"/> Sponge</li><li><input type="checkbox"/> Disinfectant wipes</li></ul>	<p><b>Laundry Room:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Batteries</li><li><input type="checkbox"/> Duct tape</li><li><input type="checkbox"/> Flashlight</li><li><input type="checkbox"/> Flat-head screwdriver</li><li><input type="checkbox"/> Hammer</li><li><input type="checkbox"/> Level</li><li><input type="checkbox"/> Phillips-head screwdriver</li><li><input type="checkbox"/> Picture hangers</li><li><input type="checkbox"/> Tape measure</li><li><input type="checkbox"/> Utility knife</li></ul>
<p><b>Main Bathroom:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Bath mat</li><li><input type="checkbox"/> Bath towels</li><li><input type="checkbox"/> First-aid kit: aspirin, Band-Aids, hydrogen peroxide</li><li><input type="checkbox"/> Hair dryer</li><li><input type="checkbox"/> Shampoo</li><li><input type="checkbox"/> Shower curtain/rings</li><li><input type="checkbox"/> Soap</li><li><input type="checkbox"/> Toothbrushes/paste</li></ul>	<p><b>Other Misc. Items:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li><li><input type="checkbox"/> _____</li></ul>



**Finish off packing for non-living rooms:**

These areas are the basement, garage, attic, utility rooms, etc. so you can focus on the main living areas in the last week.

**Start eating up perishable food from refrigerator and freezer:**

Use paper napkins, plates etc. for easy clean up.

**Hold a Yard Sale:**

You might be surprised to learn that you can earn a few hundred dollars by selling non-essential items which earn you cash while making your move more efficient with less “stuff” to sort. Intimidated by hosting a garage sale? No worries! Hop on over to the Wurth Organizing website to download our “Ultimate Garage Sale Checklist” [www.wurthorganizing.com](http://www.wurthorganizing.com).

## 1 Week Prior to Moving Day

**Confirm your moving time, current home address and future home address with your moving company on your moving crew:**

Write down the name of who took your Moving reservation info in your Moving Book. Both you AND them know who will be held accountable if miscommunication arises.

Even if you already have the Moving Info, it is a good idea to double-check by asking them to dictate it back to you.

**Recruit friends for Moving Day madness:**

Having extra help for last-minute errands or help to watch The Movers and answer questions can be invaluable.

**Make arrangements for child and/or pet sitting for Moving Day:**

Having small children/pets watched on Moving Day eliminates a huge amount of stress and confusion so you can be focused on all the important details. Getting this arranged will save you a tremendous amount of unpacking time.

**Special Notes:**

---

---

---

## 3 Days Prior to Moving Day

### **Connect with a local Handyman:**

- ✓ Schedule a future visit for him to help you hang artwork and fix small items which need repair at both the old and new home.
- ✓ Booking him shortly after the move will help greatly. Ask for a written invoice of work done for tax record moving expenses. You will be glad you did.

### **Connect with a local Housecleaning and Carpet Cleaning Crew:**

- ✓ Schedule a future visit for the crews to help you clean both the old and new home.
- ✓ Ask for a written invoice of work done for tax record moving expenses. You will be glad you did.

## 2 Days Prior to Moving Day

### **Have everyone pack no more than (1) personal bag:**

Even if you are moving across the street, packing a personal bag that will go WITH YOU and NOT the Moving Truck or your Moving Crew. This keep things accessible for Moving Day.

- ✓ Eyeglasses
- ✓ Favorite toy for the kids
- ✓ Prescriptions
- ✓ Something to read
- ✓ Three days' worth of clothes
- ✓ Personal toiletry bag

## 1 Day Prior to Moving Day

### **Make sure everyone's cell phones are fully charged AND the charger is packed with you. Period.**

This would be a bad day to be out of contact.

**Take all the garbage out of the house:**

Many people have been shocked to find their garbage packed into their garbage cans and sent along for the move! Yuck!

**Double check the dishwasher, washing machine and dryer are empty.**

This is a common area where items are accidently left behind.

## Moving Day at Current Home

**Start early:**

Moving is stressful enough without waking up late and running around like a wacky chicken with your Moving Crew waiting outside.

**Meet the Moving Crew and have a chat!**

Introduce yourself make them feel important and welcomed. They are in charge of moving your entire life and the precious items you hold dear.

**Immediately enter the Name & Cell Phone # of your Moving Crew AND exchange yours:**

Things come up on Moving Day. So make sure you have a way to stay in contact.

## Moving Day at the New Home

**Be available for Movers' questions:**

- ✓ You need to be visible and available at all times, near the entry door is key.
- ✓ Direct Movers to exact locations you want your heavy and bulky items like sofas, outdoor furniture and ceramic pots.
- ✓ Encourage them to ask questions or discuss concerns about moving certain items.
- ✓ **Be respectful!** Respect them and they will respect the handling of your items.
- ✓ **Convey clearly to the Crew your needs!** Perhaps you don't want items from different rooms packed together Ex: The kitchen box has bathroom items packed together.
- ✓ Speak up if you see something not being done correctly! YOU are the customer and they want happy customers. Miscommunication is common and can be avoided simply.

## Special Notes:

---

---

---

---

---

---

### **Perform final checks before leaving current home.**

Here are some final items to verify before shutting the door for the last time:

- ✓ Is the air conditioning, fans, and heat turned off?
- ✓ Is the water shut off, including hoses?
- ✓ Are the light switches turned off?
- ✓ Are the keys and garage door openers for current home turned in or left on the kitchen counter?
- ✓ Double check again for items left in refrigerator, freezer, stove, dishwasher, under the stove, clothes in the laundry, closets, bathroom, under the porch, garage, attic and crawl space.
- ✓ Did you pack your hoses and sprinklers?
- ✓ Remember to gather your pool cleaner, pool supplies and toys
- ✓ Gather the family for a final prayer and moment together embracing leaving this place you once called home.

## Upon Arrival at the New Home

### **Heavy and Large Furniture Location:**

- Walk the entire Crew through the entire home layout.  
It is important for everyone to be on the same page with the names of each room.  
Ex: There may be a TV Room, Living Room and Kids Toy Room.
- Use a sharpie on bright paper. Post the room names on the door/doorway of each room will reduce confusion greatly for everyone.
- Be present to direct the Crew on large furniture assembly locations such as a bed, crib, dresser, entertainment unit, backyard umbrellas and heavy flower pot locations.

**Unpack items in the order from most important to least important:**

- ✓ Kitchen and Master Bathroom tend to be the two core areas to initially focus upon.
- ✓ Only unpack your most favorite core items first.
- ✓ Not sure about keeping some items? Don't unpack them in the house! Keep them stored in a "maybe keep box" or "future sale box" or perhaps a spare bedroom or garage. Live in the house for a while...that alone will be the test if you truly need to keep those items or not. Gather those items in one area or room to host a future garage sale, craigslist, eBay or future donation.

**Celebrate the move!**

Break open the bubbly and enjoy your new home. Every moment is Wurth celebrating!

**Special Notes Regarding \_\_\_\_\_ :**

---

---

---

---

**Special Notes Regarding \_\_\_\_\_ :**

---

---

---

---

**Special Notes Regarding \_\_\_\_\_ :**

---

---

---

---

**Special Notes Regarding \_\_\_\_\_ :**

---

---

---

---

Special Notes Regarding \_\_\_\_\_:

---

---

---

**Happy Days Come Thru Organized Ways!**

---

---

---