

## RESIDENTIAL MOVING CHECKLIST

Having too much to do and not enough time to do it all can be stressful and frustrating. This checklist will help ensure you can get all the important things done ahead of time so your move is effortless and stress-free.

### 1 MONTH BEFORE YOUR MOVE:

- Declutter** - Eliminating things you don't want or don't use will save you time and money. It's easier if you do one room at a time and separate items into three categories:
  - Keep - Items you intend to keep
  - Toss - Items that have outlived their useful life and can be thrown in the garbage.
  - Donate/Yard Sale - Items you no longer want or use but are still in good condition can be sold or donated. If you choose to donate items, be sure to create an itemized list so you can deduct them on your taxes!
  
- Begin Using Perishable Items** - Groceries are expensive and don't travel well. By using up items that will spoil, sour, melt, or rot, you will save money and the stress of trying to figure out how to dispose of those items the day before your move.
  
- Get Moving Boxes, Packing Paper, and Supplies** - Please be aware that your mover's insurance will not cover items that are Packed By Owner (PBO). That's why, if you plan to pack your belongings yourself, we recommend you invest in quality moving boxes and packing materials which will ensure your items are adequately protected.

You may think used boxes from grocery stores will save you money, but odd-sized, used boxes don't stack well and lack structural integrity to adequately protect your belongings and may cost you more in the long run, if your items get damaged.
  
- Begin Packing** - You can begin packing each room once you've decluttered.
  
- Begin Gathering Items You Will Need to Keep in Your Possession** - Be sure to download our list of [Items to Keep With You](#) and begin putting those in a box you

can keep in your car throughout the move.

- ❑ **Measure Your New Home** - In addition to room dimensions, you want to be sure to measure doors (to ensure your larger furniture will fit through the doorway) and windows (so you can select window treatments).

## **2 Weeks Before Your Move:**

- ❑ **Create a Folder For Important Information About Your Move** - It's helpful if this folder is a bright color that you can quickly find if you need it. Be sure to put all important information about your move in this folder including realtor or property management contact information, quotes and documents from moving companies, your new address, and more.
- ❑ **Contact Movers, Get Quotes and Schedule Your Move** - When obtaining quotes, be sure to let the moving companies know if you will be:
  - ❑ Moving any oversized, heavy items like a piano, pool table, gun safe, or hot tub;
  - ❑ Downsizing - you don't want to pay for a 4-bedroom move if you're only moving 2 bedrooms of items;
  - ❑ Needing items picked up from a second location such as a storage location.
- ❑ **Consider Purchasing Moving Insurance** - Although most moving companies have insurance that will cover your belongings while in the mover's possession, it typically does not cover the actual cost (or replacement cost) of your items if they are damaged, lost, or stolen during the move. You can find out more about additional coverage from your insurance agent or online from [MovingInsurance.com](http://MovingInsurance.com).
- ❑ **Make Arrangements for Children and Pets for Move Day** - The day of your move, you want to be able to focus on supervising your movers and ensuring they can move quickly and safely to save you time and money. It's best if you can arrange for someone else to care for your children and pets during the move. It will reduce their stress and anxiety and yours too!
- ❑ **Transfer Services and Submit Your Change of Address** - Contacting the utilities, phone, and garbage companies early ensures you'll be able to have services running the day you move in. You'll also want to submit a change of address with the [U.S.](http://U.S.)

[Postal Service](#), [Department of Motor Vehicles](#), gym or country club memberships, school, and bank.

## **1 Week Before Your Move:**

- Pack “Essentials” Boxes** - Be sure to use bright colored labels that say, “UNPACK FIRST - ” and the contents (i.e. “UNPACK FIRST - MASTER BEDROOM BEDDING”). These boxes will help you get to the essentials quickly once you arrive in your new home.
  - Bedding Box - Sheets, blankets, pillows and pillow cases for each bed you'll be moving.
  - Bathroom Box - Soap, shampoo, conditioner, toilet paper & other toiletries, bath towels & washcloths, bath mat, shower curtain.
  - Kitchen Box - kitchen towels, dish soap, paper towels, napkins, paper plates & bowls, plastic cups, plastic utensils, can opener, cork screw, serving spoons, saucepan, trash bags, cereal, granola, canned goods.
  - Cleaning Supplies & Tools - Clorox wipes, glass cleaner, vinegar, broom & dustpan, mop & bucket, sponges, paper towels, trash bags, hammer, screwdriver, pliers, scissors, box cutters, tape measure, pen, marker, nails.
- Confirm Arrangements With Your Movers and Property Manager or Realtor** - Be sure to get parking permits and gate access codes for your new residence, if applicable.
- Obtain Parking Permits for Moving Truck, if applicable** - Many places in Nashville require parking permits be obtained for loading/unloading. Nashville's Department of Public Works issues [these permits](#) for the metropolitan area.

## **The Day Before Your Move:**

- Charge cell phones, Bluetooth headsets, and gaming devices**
- Pack An Overnight Bag for Each Member of the Family** - prescriptions & medications, change of clothes, pajamas, toiletries (toothbrush, toothpaste, comb/brush, blow dryer, make-up, etc.), e-Reader/book/magazine, gaming device/favorite toy.

- For Your Baby** - diaper bag, formula, bottles, change of clothes, diapers, wipes, pacifier, and extra blankets.
- For Your Pets** - food and water bowls, leashes, crate or carrier, bottled water, food, litter box, treats, and tranquilizer.
- Food For Moving Day** - plenty of bottled water (especially in summer), trail mix/nuts/granola, apples, cheese & crackers, bread and peanut butter or other nut butter, plastic utensils, napkins. If things get busy, you'll be happy you have something to snack on until you can sit down for a healthy meal.
- Moving Folder** - be sure you have your moving folder handy.
- Items to Keep With You** - heirlooms, important papers, checkbooks and checks, cash, ammunition, batteries, and other things should stay in your possession.
- Houseplants** - water and place houseplants safely in a box you can load in your car
- Stuff to Leave for New Occupants** - you'll turn these in to your current property manager or realtor on the day of your move: keys, including any hidden keys; garage door openers; gate access cards
- Unplug all electronic devices** - televisions, computers, printers, stereos, etc.
- Drain any water-filled furniture** - waterbed, fish tank, hot tub.
- Drain and properly dispose of gasoline and oil from any gas-powered vehicles you'll be moving** - lawnmower, tractor, edger, motorcycle, jet ski, snowmobile, etc.

## **Moving Day:**

Congratulations! Moving day has finally arrived and you're prepared to have a wonderful day!

- Take children and pets to sitters**
- Load your car**
  - Houseplants, overnight bags, food, moving folder, and other items to keep with you can all go in the car now!
- Supervise your movers**
- Turn in keys, garage door openers, and access cards to property manager or realtor**
- Have a nice meal**
- Pick up children and/or pets**
- Enjoy your first night in your new home!**