

MOVING TIMELINE TEMPLATE



4+ WEEKS OUT FROM THE MOVE:

DATE(S) _____

- Research moving companies and secure your move date with them
- Order boxes, labels, and moving materials needed
- Start packing non-essential areas of the home: ie. Garage, pantry, closets
- Contact your phone/cable company to notify them of move date. Schedule set-up dates at new home
- Contact your Internet provider to schedule an uninstall/install day
- Notify and discontinue all services related to upkeep: ie. house cleaners, landscapers, pool cleaners, etc.

3 WEEKS OUT FROM THE MOVE:

DATE(S) _____

- Request time off of work for the move if necessary
- If you have children, notify their schools of the new address
- Schedule professional disconnection of appliances like stoves and refrigerators
- Schedule a piano mover if you have the need, most reputable moving companies don't move pianos
- Before things get too crazy, take a few family photos on the front porch, back yard, etc.
- Schedule move-out clean and any other professional services needed, ie: painters, carpet cleaning, etc.

2 WEEKS OUT FROM THE MOVE:

DATE(S) _____

- Make a donation run for items you can donate or schedule a pickup
- Set aside items that will be junk hauled and/or tag with colored tape
- Go to the USPS and fill out an official Change of Address Form
- Change your contact address for applicable businesses and bills, ie. your CPA, credit cards, etc.
- Change your delivery address for any subscriptions, ie. prescriptions, food delivery, supply orders

1 WEEK OUT FROM THE MOVE:

DATE(S) _____

- Back up all data from desktop computers to an external hard drives or flash drives
- Contact the movers and confirm arrival time for the next day so that you're ready to go
- Dispose of all hazardous waste at a local facility
- Preparing refrigerators/freezers, if necessary. These need to be emptied/defrosted before the move.

1-2 DAYS BEFORE THE MOVE:

DATE _____

- Have a quick meeting with your family to go over the timing and plan for the following day
- Prepare an overnight bag for each person, including clothing and toiletries for each
- Don't forget the pets - be sure to have sufficient food and bedding for a couple of days
- Prepare a "Moving Day Survival Kit" backpack with water bottles, snacks, books, electronics

DAY OF THE MOVE:

DATE _____

- Leave one family member at the old location, and send one family member to the new location
- Ensure that the movers have unloaded everything to the appropriate places, finalize and issue/approve payment you've done a walk through at the old location

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