

# UC MOVING CHECKLIST

## TWO MONTHS PRIOR TO MOVING

- Sort through and find out what items you want to keep and what you want to get rid of.
- If using a moving company, don't get estimates over the phone, start requesting on-site estimates to ensure accurate pricing. Make sure all estimates are in writing and have a USDOT (U.S. Department of Transportation) number on them.
  - [www.blacktiemoving.com](http://www.blacktiemoving.com)
  - [www.move.com](http://www.move.com)
- Create a moving folder, if you don't have one, contact Utility Connect and we'll mail one out. This will be a great organization tool to keep your estimates and receipts together.
- If you have children, contact their school. You'll need to arrange to have all school records transferred to their new school district.

## SIX WEEKS PRIOR TO MOVING

- Order supplies such as boxes, tape, bubble wrap or newspaper, and permanent markers.
  - [www.target.com](http://www.target.com)
  - [www.boxes4u.com](http://www.boxes4u.com)
  - [www.homedepot.com](http://www.homedepot.com)
  - [www.walmart.com](http://www.walmart.com)
- If possible, measure the rooms and doors at your new home to make sure furniture is going to fit.

## ONE MONTH PRIOR TO MOVING

- Contact Utility Connect to have your utilities and home services transferred or search for new local providers in your area.
  - [www.utilityconnect.net](http://www.utilityconnect.net)
- Make sure you have selected your moving company, confirmed price and scheduled a date.
  - [www.blacktiemoving.com](http://www.blacktiemoving.com)
  - [www.move.com](http://www.move.com)
- Start packing things that you don't frequently use or can live without. While packing, label boxes and note down items of value that might need additional insurance from the mover. It's preferred that you declare anything valued over a \$100 that would not be covered by the standard .60 cents per pound.
- Label boxes with its contents and the room that it should go in once it arrives at the new location. Make sure all essentials are packed and marked well so you can find them right away.
- Complete your Change of Address to confirm it is processed in time. The typical wait is around 7 – 10 days and you can select the exact date your mail starts forwarding.
  - [www.forwardmyaddress.com](http://www.forwardmyaddress.com)
- Notify financial institutions, employers, magazines, newspapers and insurance companies of your move date to avoid any delays in getting important documents.
- Arrange for all medical records to be transferred to new health-care providers or obtain copies of them yourself.

## TWO WEEKS PRIOR TO MOVING

- Arrange with your job to be off the day of the move to supervise.
- If changing banks, make sure to remove all contents from safety deposit box.
- Consult your Insurance provider to find out if changes to your policies are necessary or if your rates are changing. If you're looking to change or just save on your premium, contact an agent who can shop multiple companies in your area.
  - [www.citizenshield.com](http://www.citizenshield.com)

## ONE WEEK PRIOR TO MOVING

- Make sure everything has been packed and labeled. Be sure to leave out clothes for the week and clothes for your first few days in your new home.
- Confirm with your moving company that everything is still on schedule. If yes, arrange payment or deposit and get cash on hand to tip your movers.
- If your moving to a house recently built, you might need to write down directions for the mover as navigation might not be up to date on your new location.
- Refill prescriptions you'll need during the next couple of weeks.
- Notify friends and family of your new address.
- If the current home needs a move out clean, contact local cleaning services to get pricing and schedule them to come the day after your move.
  - [www.handy.com](http://www.handy.com)

## A FEW DAYS PRIOR TO MOVING

- If you're moving the refrigerator with you, make sure to empty, clean and defrost it before moving day.

## THE MOVING DAY

- Pack a suitcase with clothes for a few days and toiletries you may need right away.
- Accompany the mover as they inventory your possessions and make condition reports. Sign the bill of lading and inventory. Make sure to get a copy.
- Make sure the address, phone number and any other personal information are correct.