

# Moving Checklist & Guide

For a headache free  
long distance moving  
experience



**COLONIAL**  
VAN LINES

Moving isn't always easy. That's why at **Colonial Van Lines** we take the time to make things easier for our customers.

As you start making your way through the moving process, it becomes more important than ever to stay organized.

We've created this document to help you stay on top of your move.

## 3-4 Months Before You Move

- Research your moving method (hiring movers or truck rentals) and get at least three moving estimates to compare.
- Review your [rights and responsibilities as the consumer](#), get detailed answers to your [Frequently Asked Questions](#).
- Start a folder/ binder to organize your move and keep important documents handy: estimates, checklists, receipts, [Bill of Lading](#). [Moving expenses can be deducted from your taxes](#), so be sure to hang on to everything.
- Coordinate [packing](#) and [storage services](#) if necessary.
- Research [packing tips](#) and hacks to make moving more organized.
- Research your resources at your destination location. The more familiar you are with the area, the less disorienting it will feel when you first move:
  - Find your nearest grocery store, home improvement store, pharmacy.
  - Locate places for quick bites your family enjoys.
  - Locate physicians and dentists nearby in your healthcare network.
  - Parks and recreation for that needed timeout from unpacking.
- Research and form a back-up plan for alternate housing, if new home access gets delayed. (VRBO, Airbnb).
- Collect free boxes from restaurants, grocery, retail, bookstores and office supply stores.

## 1-2 Months Before You Move

- Measure doorways, stairways, and elevators to ensure your furniture will fit in your new space.
- Download the [Colonial Van Lines App](#) and inventory everything you want to move.
- Create a “pack it or trash it list”.
- Lock in your move date and moving quote rate. Fridays can be helpful because you can continue moving throughout the weekend.
- Purchase moving insurance to protect your belongings during the move for all valuable items.
- If you are packing your own items before the move, [get packing supplies](#) such as special boxes, tape, padding, markers, etc.
- Transfer important records such as medical and dental records and children’s school records (if applicable).
- Begin packing and cleaning areas of your home that are not frequently used: [garage](#), spare room, attic, shed, basement.
- Pack clothing and decorative items that are out of season.
- Coordinate a yard or garage sale if needed. Declutter your home and purge unwanted items. Any time of year that you move, it’s a good idea to [follow the spring cleaning process](#).

## 3-4 Weeks Before You Move

- If you have children, be sure to make it fun while also getting them involved in the packing process.
- Pack and reserve items that you may need frequently or quick access to separately and make sure they are easily accessible during your moving process.
- Ensure no necessary medications are packed.
- Begin using up perishable foods.
- Make arrangements with employer to be present at your home on moving day to supervise packing and loading.
- Measure windows and rooms in new home to figure out what will fit; buy new window treatments as needed.

Our friend Mover Bob can offer free quotes instantly for your next move, simply go to [www.colonialvanlines.com/free-quote](http://www.colonialvanlines.com/free-quote)

## 3-4 Weeks Before You Move (cont.)

- Schedule walk-through of new home with realtor/landlord/property management if possible.
- Before disconnecting take photos of electronics for easy set up in new home.
- If renting, address minor repairs. This increases your chances of receiving more of your security deposit.
- Schedule disconnection and connection of home services:
  - Electric- 2-4 days after move date at current home to allow for delays
  - Trash
  - Gas
  - Lawn/snow service
  - Cable/Satellite
  - Newspaper
  - Internet
  - Cleaning service
  - Pool Service
  - Pest Control
  - Water Softener
  - Local Memberships

## Personal Preparation

- Be sure to check in with your relocation expert at Colonial Van Lines. Inform expert of updates and changes regarding your moving details.
- Confirm with HR at a new job the important dates such as orientation.
- Complete a change-of-address checklist. Be sure to update: banks, legal companies, magazines, credit cards, insurance, and subscription services.
- Squeeze in some fun with goodbye parties with all important people in your life.
- Prepare all final travel plans including booking any airfare, scheduling appropriate tune-ups if traveling in a vehicle, and confirm any hotel bookings.
- Finalize your plans for your pet(s) if applicable i.e. travel medication, records, boarding.
- Prep two weeks of meals and use everything in the freezer.
- Return borrowed items from friends, family and neighbors.

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## Personal Preparation (*cont.*)

- Arrange for a babysitter or play date to keep young children safe during the move.
- Update your address with Amazon to ensure monthly subscriptions arrive at new home. Cancel and/or redirected scheduled deliveries, such as back ordered items.
- Change your address for your insurance and car registration and driver's license.
- Transfer your homeowners or renter's insurance to your new home.

## 1-2 Weeks Before You Move

- Consider adding packing services if you are falling behind on self-packing.
- Finalize your packing, update your moving expert of additional changes.
- Label all boxes accordingly and be sure to pay close attention to packing fragile/antique items and label them accordingly.
- Donate unopened food with our charitable cause [Move For Hunger](#).
- Properly dispose of hazardous, corrosive, flammable and electronic materials. Here is a detailed list to assist you in [packing safely](#).
- Clean outdoor furniture before it's moved.
- Order dumpster for oversized or larger quantities of items or call your favorite charity donation center.
- Change the locks if necessary/applicable.
- Signal items that need to remain in the home with bright sticker i.e. appliance warranty book.
- Set aside any needed tools for disassembly and repair (screwdriver, pliers, wrench, etc.).
- Continue cleaning and getting rid of items that you are not moving with you.
- Empty out any safe deposit boxes you may have and store them in a safe location.
- Make a private list of which boxes you packed your valuables in or keep them with you.
- Set up your new bank accounts (if applicable).
- Select school, doctor and dentist. Have records transferred.

## 1-2 Weeks Before You Move (cont.)

- Make an action plan for moving day and check the weather. [Here are tips for moving in Winter.](#)
- Remove valuables from car before shipping (even spare tires and car jacks go missing)

## Day Of Move

- Remove bedding and break down beds.
- Pack an essentials box with everything you'll need for your first 24 hours in your new home. (coffee pot, coffee, sugar, mugs, toilet paper, hand soap, paper towels, hand towels, dish soap, shower curtain, toiletries, disposable plates, cutlery and cups, bedding).
- Disconnect and return cable and internet equipment to provider.
- Take photographs of your empty place to prove it's in move-out condition.
- Make copies of your new keys.
- Pick up rental truck, if applicable.
- Walk movers through the house to give an overview of what you want loaded.
- Make sure the movers have your new residence address.
- After everything has been loaded, do a last walk around before signing off on the inventory list.
- Point out all fragile/valuable boxes to ensure special care is taken when packing/loading.
- Carefully check inventory and bill of lading for moved and shipped items.