

shyft



Happiness doesn't have just one address

YOUR ULTIMATE MOVING CHECKLIST

Moving is an exciting – and now that you’ve chosen to move with Shyft – non-stressful transition. We are thrilled to be part of the process, which is why we’ve created this simple, and handy moving checklist that you can pin up on your fridge and use to make moving a smooth and simple shyft.

At least one month before the move

Do a BIG cleanout:

- Go through every room and identify items that you don’t want or need.
- Have a garage sale, one person’s trash is another person’s treasure.
- Donate any remaining items to registered charitable organizations. Obtain a receipt for tax purposes.
- Decide what plants you will move and what you will sell or discard.

Evaluate if you’ll ship your appliances:

- Sometimes it’s more cost-effective to sell old appliances and buy new ones.
- Don’t move a gas stove or dryer into an all-electric house.
- Consider selling your chandeliers and ceiling fans.

Take a complete inventory of items to be moved.

- Shyft does this for you, so you’ll only need to check the inventory and add/remove items.

Start collecting moving supplies if you are responsible for packing up your home.

- Boxes, tape, bubble wrap, markers, mattress covers, dish barrels, etc.

Notify all suppliers of regular services of your vacating date:

- Such as your security company, lawn, or snow removal services.

Notify your correspondents of your vacating date:

- Such as your post office, publications, and bank of your change of address.

Check your savings and checking accounts.

- Plan for transfer of deposits so you won’t lose interest. Your bank can be used as a credit reference.

Arrange to collect advance deposits.

- These include security deposits on utilities or rentals.

Check the status of your homeowner’s insurance.

- It may be applied to your new residence.
- Coordinate insurance so you’re immediately covered on your new residence.

Check any membership fees.

- You can arrange for refunds or sell the remaining membership.

Talk to your vet about moving your pets.

- Find out any requirements to ensure your pet’s comfort and safety.
- If it’s a company move, check if pet moving is part of your relocation package.

Register your children for school.

- Arrange for the transfer of any necessary documents and school records.

At least two weeks before the move

Discontinue regular services, advise them about your vacating date.

Your phone, electric, gas, and water companies.

Dairy delivery, laundry services, newspaper carrier, and trash pickup.

Arrange regular services at your new home

Advise utility companies in your new location when to start new services.

Check requirements for a new driver's license and vehicle registration.

It is essential that you change the address on your driving license, car insurance, government insurance program, and such.

Transfer healthcare and insurance records:

Ask your present healthcare providers for referrals in your new city.

Arrange to prorate payments on any ongoing medical services.

Verify that all your insurance provides adequate coverage in your new city.

Clean out school or gym lockers.

Discard any unwanted items.

Start using up the existing food in your fridge and pantry.

Plan your meals around the frozen, canned and other food you already have.

Any unused non-perishables can be donated to causes like Move 4 Hunger.

Have rugs and draperies cleaned and leave wrapped when returned.

You may not want to take them out until you reach your new place and start unpacking.

Arrange to be off work on your moving day.

Notify HR that you plan to supervise the move and will need a day off.

Address minor home repairs before moving out.

It is also easier to sell your place or get your deposit back if all repairs are done.

DO NOT ship valuables. Arrange for the transfer of valuables.

Such as jewelry, insurance policies, legal documents, currency, collections.

DO NOT SHIP combustible and flammable items.

Oil-based paints, bleach, cleaning, lighting fluids, matches, and ammunition.

One week before the move

Keep a detailed record and receipts of your moving expenses for income tax purposes.

This includes transportation, lodging, meals, etc.

Drain gas and oil from all items that have these.

Lawnmowers, chain saws, snow blowers, gas grills, and kerosene heaters.

Cars and motorcycles should have only 1/4 tank of gas.

Auto-shipping carriers have to stay under specific weight limits.

Start actively packing your home – if you are undertaking this task.

Everything you are taking with you should be put in the boxes, taped, shut, and marked with the items it bears.

Pack your suitcase for enough clothes to wear for a few days.

Prepare your 'ready boxes' - last-on and first-off the van.

This might include essentials from your kitchen and bathroom.

You can include a hammer, pliers, screwdrivers, and nails.

Necessary medications and first aid supplies.

Prepare your kids for the move.

Set aside toys and games for the kids and pack a box of snacks for your trip.

Defrost and clean refrigerator and freezer.

This should be done at least 24 hours before your move.

One day before your move

The packing crew usually arrives the day before the van is loaded.

Be sure someone is on hand to supervise the packing.

Pack any valuables you intend to take with you.

Make sure fragile items receive special attention. Label carton contents and where they go in the new home.

Gather all the keys to the house.

Arrange to leave them with the new owners of your home, your real estate agent, or a trusted neighbor.

Notify relevant authorities or people of your move.

The police if your home will be unoccupied after you leave.

A close friend or relative of your itinerary in case of emergency.

On moving out day

Check the mover's inventory

To see that you agree with the mover's judgment on the condition of your household goods.

Take photographs if there is a dispute.

Make sure you have a copy of the inventory.

Load those things you are taking on the trip.

Including luggage, items for the kids, and valuables.

Search every room before the van leaves.

Check the Bill of Lading for completeness before you sign it.

Retain a copy for your records.

Record the van driver's name and give him destination contact numbers.

At the destination. Confirm directions to the new residence with your driver.

Turn off the water heater. Set your thermostat at 55 degrees.

On moving in day

Get there before the movers.

There could be a waiting charge if you are late.

Contact utility companies.

Check appliances, furnace, and hot water heater. Contact a repair service if something is not working.

Check household goods carefully as they are unloaded for loss or damage.

List all lost or damaged items on the inventory form.

You'll probably do some unpacking after the movers leave, make a note on the inventory "subject to inspection for loss or concealed damage."

After you've settled in

Obtain necessary licenses and registrations:

These include your driver's, automobile, dog, etc.

Register your car at the new address (usually there is a penalty if you wait too long).

Contact regular services to start up.

Dairy delivery, laundry services, newspaper carrier, and trash pickup.

Register to vote.