



# MOVING CHECKLIST

Settling into a new community takes time and comes with a lot of questions. We have made it easy to help you get established, make connections, and feel at home in the Dallas Region.

## **Step 1:**

### **Decide When You Move**

Moving can be both exciting and stressful as you pick up your entire life to start over something new. If you have the freedom to pick when you want to move, there are a few things to consider. If the cost is a factor, moving during the off-season, such as in spring or late fall, will give you the least expensive rates from moving companies. Try to avoid booking your move on the weekends, during the summer, or in the first of the month as rates can be their highest. If you have children in school, you may need to move during the summer as it's least disruptive to them.

Once you've weighed the pros and cons and figured out when to move, use our 8-week moving checklist to help you plan an organized move to get you settled in your new place.

### **Eight Weeks Till Move:**

#### **Get Estimates & Make Lists**

- Relocating for a job? Find out what expenses your employer will cover.
- If buying a home, contact a real estate agent in Dallas.
- Decide if you want to hire a moving company and start getting estimates.

### **Six Weeks Until Move:**

#### **Purge & Start Packing**

- Begin organizing your closets and sorting out clothing, accessories, and shoes you do not want to keep.
- Choose what you can donate to charity and schedule a charity organization of your choice to pick them up (for example, Salvation Army or a veterans' charity).
- Have a garage sale or sell online (on Craigslist or eBay) value items and things that are not worth the cost of moving, but which you don't want to give away for free.

### **Four Weeks Until Move:**

#### **Update Address**

- Submit a change-of-address form. Go to your local post office and submit a change-of-address form in order to ensure that all your mail will be properly forwarded. You can do this online in order to save time.
- Request 1 or 2 days off from your work for date(s) planned for your move (unless you are changing jobs).
- Find a new primary doctor (and pediatrician, if you have children) and dentist to arrange for your medical records to be transferred.
- If you have children, check the pre-registration procedures for enrolling children in school.

- Talk to the current and future school/ daycare to transfer school records and make plans for a smooth transition.

### **Three Weeks Until Move:**

#### **Take Care of Special Items**

- Gather important documents, jewelry, and valuables and pack them separately in your personal bags or ship with a trackable delivery with insurance.
- If you're driving a long distance to your new home, have your car checked up and serviced for the long drive.
- Take an inventory of your most expensive or cherished possessions and take photos of them to have proof in case of damage.

### **Two Weeks Until Move:**

#### **Finish Up Loose Ends**

- Check the pre-registration procedures for enrolling children in school.
- Use up food from the refrigerator, freezer, and pantry, to minimize waste.
- Double-check that you've updated your address everywhere where needed.
- Notify movers ahead of time if you're moving big appliances which may need special handling; likewise, for gas appliances, consult your gas utility provider.
- Refill your medication and prescriptions and keep them easily accessible by packing them in your handbag.
- Keep some cash on hand for tips and small expenses, as you may not be able to pay by credit card everywhere.
- Update your shipping address on Amazon, eBay, PayPal, and other online shopping sites you use, and direct any scheduled or future shipments to the correct address.

### **One Week Until Move:**

#### **Take Care of Final Details**

- Plan to transfer utilities. Call your utility companies—electricity, water, gas telephone, mobile, internet, TV cable, sewer, trash—and put in a request to turn off utilities at the old address on the day after you move.
- Pack a personal suitcase with toiletries, essentials, valuables, and comfortable clothes for each person in your household; keep these suitcases with you.
- Do a final box count to have an accurate count for your records and for the moving company if they request it.
- Confirm the important details with your moving company to avoid any last-minute misunderstandings: phone numbers on both sides, contact person's name, destination address, date and time with the truck will arrive, etc.

### **Moving Day:**

You're Off To Your New Home!