

RELOCATION PLANNING – CHECKLIST

| TIMELINE | | TO DO LIST | ADDITIONAL NOTES |
|-------------------------|--------------------------|--|------------------|
| 6-8 WEEKS BEFORE | | | |
| 6-8 WEEKS BEFORE | <input type="checkbox"/> | Request and compare quotes from removal companies | |
| | <input type="checkbox"/> | Schedule your move | |
| | <input type="checkbox"/> | Make home inventory | |
| | <input type="checkbox"/> | Arrange to transfer school, medical , dental, legal, etc. records | |
| | <input type="checkbox"/> | Arrange to change your postal address with your post office | |
| | <input type="checkbox"/> | EXTRA TASK | |
| 6-8 WEEKS BEFORE | | | |
| 4-6 WEEKS BEFORE | <input type="checkbox"/> | Arrange for packing materials (boxes, packing papers, bubble wraps, tapes, crates, etc.) | |
| | <input type="checkbox"/> | Tidy your rooms, sale unwanted items | |
| | <input type="checkbox"/> | If you have pets, make their travel arrangements. | |
| | <input type="checkbox"/> | Arrange for house cleaning | |
| | <input type="checkbox"/> | Utilities transfer (water, gas, electricity, cable TV, internet, phone, garbage, etc.) | |
| | <input type="checkbox"/> | Begin packing | |
| | <input type="checkbox"/> | EXTRA TASK | |

2 WEEKS BEFORE

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Prepare critical documents and items you will keep with you

Cancel local deliveries and services

Change of address

Dispose of all hazardous household

EXTRA TASK

1-2 DAYS BEFORE

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Defrost your refrigerator and freezer

Keep all documents related to your move with you

Disconnect and drain appliances for move, empty cupboards

Finish packing

Disassemble all furnitures, including the beds, disconnect and pack electric equipment

Prepare food for moving day

Charge mobile phones

EXTRA TASK