

MOVING CHECKLIST

Prepared for: [MOVER NAME] **Date prepared:** **Planned moving day:**

1. Move Information

| Field | Value | |---|---| | Name of Person Moving | [MOVER NAME] | | Current Address | [CURRENT ADDRESS] | | New Address | [NEW ADDRESS] | | Moving Day | | | Moving Distance | 0 miles | | Estimated Travel Time | 0 hours | | Number of Rooms | 3 To 6 | | Move Type | Personal | | Interstate Move | No — intrastate move | | Origin State | [STATE] | | Destination State | [STATE] |

2. Federal Compliance Notices

2.4 IRS Change of Address

- File **IRS Form 8822** (individuals) or **Form 8822-B** (businesses) to update your address with the IRS. Failure to do so can result in missed notices of deficiency, potentially affecting the right to petition Tax Court under IRC §6212(b).

2.5 USPS Mail Forwarding

- Submit **USPS Form 3575** (Change of Address) online or at a post office.
 - Note: USPS first-class mail forwarding expires after **12 months** (Domestic Mail Manual §507.2); standard mail forwards only 60 days. Do not rely on USPS forwarding as a substitute for direct notification — notify each critical party individually.
-

3. State Compliance — Intrastate Mover Licensing

- Verify mover's state license before booking.
-

4. Eight Weeks Before Moving Day

- Draw a floor plan of the new home to plan furniture placement.
- Begin using up freezer food, pantry items, and **flammable household supplies that cannot be transported** (aerosols, propane tanks, paint, pool chemicals, cleaning chemicals) — DOT hazardous-materials rules (49 C.F.R. Part 177) prohibit transport of these by common carrier.
- Contact the chamber of commerce or local government in the new area for information on schools, employment, community services.
- Decide whether to use a professional mover or self-move.

- Sort and purge: keep / discard / sell / donate.
- Collect medical, dental, insurance, and school records.
- Find a real estate or property management agent to handle the sale or lease of the old home (if applicable).

Mover Comparison (up to 3 companies)

Field	Company 1	Company 2	Company 3	Company Name	Total Estimated Cost
\$0.00	\$0.00	\$0.00			
Pre-planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Packing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Packing boxes / crates / blankets / labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Unpacking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Disposal of packing containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dollies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Damage coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
FMCSA / state license verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Written estimate obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Complete Household Inventory Planner (Section 7) before requesting weight-based estimates.
- Use a **written Moving Contract** with the selected company to memorialize services, price, liability, and delivery window.

5. Six Weeks Before Moving Day

- Obtain packing materials: boxes, tape, bubble wrap, packing paper, markers.
- Start packing least-used items and out-of-season clothing.
- Schedule mover or confirm truck reservation.
- Research storage facilities if needed.
- Begin garage sale or donation process.
- Notify schools and request transcript transfers.

6. Two to Four Weeks Before Moving Day

- **Confirm mover reliability** (FMCSA for interstate; state regulator for intrastate — see Section 3).
- Sign written moving contract; keep a copy on moving day.
- Cancel recurring services and memberships at old address: newspapers, gym, pool cleaning, lawn service, subscription boxes.
- Notify government offices of address change:
 - USPS (Form 3575)
 - IRS (Form 8822 or 8822-B)
 - Social Security Administration
 - DMV (see Section 9 for state-specific deadline)

- Voter registration office
- Notify banks, credit card issuers, insurance providers, employer/HR.
- Notify healthcare providers and transfer prescriptions.
- Update digital accounts: streaming services, Amazon, food delivery, alumni associations.
- **Set up utilities at new address** (electricity, gas, water, internet) to ensure availability on move-in day.
- **Schedule utility shut-off / transfer at old address** for the day after move-out.
- Continue packing — separate items for movers vs. self-transport.

7. Household Inventory Planner (Room by Room)

Complete before requesting weight-based mover estimates and to support insurance / Carmack damage claims.

Room	Item Description	Estimated Value	Condition	Photo Taken	--- --- --- --- ---		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

- Photograph or video-record every room before packing.
- Photograph electronics setup before disassembly.
- Keep inventory list separate from the moving truck (carry with you).

8. Moving Budget

Total budget: \$0.00

Category	Estimated	Actual	--- --- ---	Mover / truck rental		Packing supplies		Storage		Insurance (if upgrading Carmack coverage)		Travel (fuel, lodging, meals)		Utility hookup / transfer fees		Cleaning (old home)		Tips for movers		Miscellaneous		Total	\$0.00

9. DMV Address Update — Destination State ([STATE])

- Driver's license updated.
- Vehicle registration updated.
- Voter registration re-filed (varies by state — generally 15–30 days before next election).

11. One Week Before Moving Day

- Pack a **travel / essentials bag** with items that should not go on the truck: valuables, medications, phone chargers, travel documents, passports, leases, insurance policies, laptop, pet supplies, plants, first-few-days clothing and toiletries.
 - Confirm reservations with movers or truck rental.
 - Arrange babysitters or pet care for moving day.
 - Begin cleaning the old home to reduce last-day workload.
 - Defrost the refrigerator / freezer.
 - Disassemble large furniture in advance; bag and label hardware.
 - Confirm parking or elevator reservations at both ends (if in apartment/condo).
-

12. Moving Day

- Maintain active communication with movers throughout the day.
 - Supervise loading; verify each box against your household inventory.
 - Take final meter readings (electric, gas, water) at old address.
 - Perform final walkthrough of old property — check all rooms, closets, garage, attic, basement, mailbox.
 - Leave keys as agreed with landlord or new owner; collect receipt of surrender.
 - Carry the essentials bag, inventory list, and signed moving contract in your personal vehicle — **not on the moving truck**.
 - At destination: confirm utilities active; supervise unloading; verify inventory; note any damage on the bill of lading **before** signing.
 - Pay the mover only the amount authorized by the contract (remember the **110% rule** for non-binding interstate estimates).
-

13. Special Logistics

14. Post-Move Verification (2–4 Weeks After Moving Day)

- Confirm USPS mail is forwarding correctly; flag any gaps.
- Confirm IRS Form 8822 / 8822-B accepted.
- Confirm Social Security, DMV, voter registration records updated.
- Confirm banks, credit cards, insurance all have new address on file.

- Confirm utilities active at new address and old accounts closed.
 - Confirm security deposit received (tenants) — if deadline missed, send written demand citing state statute.
 - Confirm all boxes unpacked and inventory reconciled; file damage / loss claim with mover within 9 months for interstate moves (49 U.S.C. §14706(e)).
 - Update emergency contacts with new address.
 - Register children for school, sports, activities at destination.
-

15. Acknowledgment and Sign-Off

This is an **organizational checklist** and is not a contract between the mover and any service provider. Legal obligations to and from any moving company arise from the written moving contract. State deadlines and federal regulations cited above reflect the law as of the date this checklist was prepared; verify current rules with official sources before acting.

Checklist Owner

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE