

## Moving Checklist

### 12 Weeks (3 Months) before you move:

- Start Relocation Binder.
- Begin researching housing options.
- Find out about housing costs, various neighborhoods, school information, by contacting the ombudsman, Work-Life TRM or CG SUPRT.
- Inventory possessions and their value. Take photos/videos and put in Relocation Binder.
- Take care of necessary medical, dental or optical appointments. Obtain copies of your records.
- Sort through items to give away or sell.
- Remove all stickers from previous moves.
- Make a list of people and organizations that you need to notify about your move.

### 45 Days before you move:

- If you are in housing give notice of the date, you intend to vacate quarters (45 days notice is the minimum).
- If you are applying for housing at the new station, fax a copy of your application for housing, copy of the orders and dependency verification form to the new housing officer.
- Contact insurance company regarding transient coverage during move.
- Complete change of address forms.

### 4 Weeks (30 Days) before you move:

- Set up "Family Records File" for legal, insurance, medical and financial paperwork.
- Check school schedules and enrollment requirements
- Notify schools of your move and obtain records or procedures to transfer records.
- Ensure all dependents are in DEERS and ID Cards are current.
- Make arrangements with USPS for forwarding mail.
- Place names, phone numbers and requirements (such as deposits) for utility companies at the new location in your Relocation Binder.
- Begin sorting belongings that you will be taking with you.
- Send out your change of address cards.
- Notify current utility companies (gas, phone, water, electric, cable TV) of disconnect dates and a forwarding address.
- Make plans for where you will stay the final few days after furniture is gone.

**Two Weeks before you move:**

- Drain oil and gas from your power equipment.
- Verify schedules with the housing office and transportation office.
- Cancel deliveries and services such as newspaper, and trash collection.
- Arrange for someone to watch children and pets on moving day.
- Use up perishable foods and start to give away freezer items that you will not be able to use before the move.
- Have your car serviced for the trip.
- Make any necessary arrangements for the moving van to park.

**The day before:**

- Pack your luggage and anything you are taking with you.
- Pick up drinks, snacks, etc., for your family and pets for moving day.

**Moving Day:**

- Get up early and be ready for the movers.
- Lock up your Family Records File, jewelry and other important valuables.
- Place the items you are taking with you in an off-limits location to the packers and movers.
- Verify that the mover's inventory is detailed, complete and accurate. Don't accept any "miscellaneous" labels or entries (especially for valuable items). Be sure all electronic equipment, with their serial numbers, are listed on the inventory.
- Make sure the conditions of your household goods are accurately noted.
- Keep the number for the Transportation Office handy. Call if issues arise.
- Before the movers leave make a final walk through of the entire house.