Local Moving Checklist

This comprehensive Moving Checklist was designed to help you stay on track and prepare you for the move. We have compiled this checklist to help ensure that nothing is overlooked in your relocation and moving process. Get ready for your big move with a checklist that takes you through the process week by week.

6 Weeks Before Your Move

- ☐ Research moving companies and get recommendations from friends and family who have recently moved.
- ☐ Start collecting estimates from moving companies.
- ☐ Calculate the costs of your move and set up a moving budget.
- ☐ Set up a moving file or notebook to keep all of your moving-related information/documents in one place.
- ☐ Start research on your new community.
- ☐ Create a floor plan of your new home start planning the placement of furniture and appliances.

5 Weeks Before Your Move

- ☐ File a change of address request with your local Post Office.
- ☐ Notify creditors, magazine subscriptions, and club memberships of your new address.
- ☐ Arrange to have school records and veterinarian records transferred.
- ☐ Make a list of business you will need to contact in order to change your address. Don't forget your online accounts too.
- ☐ Ensure the transfer of insurance to cover fire, theft, and personal property at your new home.
- ☐ Inform your doctor, dentist, and other medical specialists of your move, collect your records, or request transfer to your new practitioners.
- ☐ Plan how you will move valuables and difficult to replace items (certified mail, or carry them with you).
- ☐ Decide on a moving company, reserve your move, and start ordering boxes and moving supplies.

4 Weeks Before Your Move

- ☐ Begin packing items you don't use often.
- ☐ Get the packing process started by assessing your closets and getting rid of clothing that doesn't fit or you no longer want. When the closets are done, start to access items room by room.
- ☐ Do a first round of donations of unwanted goods to charity, sell items online, or have a garage sale.
- ☐ Draw up an inventory list of each belonging, including important details like date purchased and estimated value.
- ☐ Clearly label each box with its contents and the room it is destined for.

3 Weeks Before Your Move

- ☐ Finalize which items you will be packing yourself.
- ☐ Create a handy list of take a convenient phone book with you, filled with important names, address, and contact numbers.
- ☐ Check your homeowner's policy and see if moving is covered by your insurer if not check with your movers for their moving insurance package and get your move insured if it is required.
- ☐ Consume your supplies of frozen and perishable foods. Refrain from doing too much grocery shopping or buying in bulk before the move.
- ☐ Get the word out to friends and family members that you are moving. Send them an email with your new contact information or consider sending a moving announcement.
- ☐ Put in vacation time at your job for the days surrounding your move and schedule a babysitter on move day if needed so you can concentrate your efforts on the move.
- ☐ Notify your movers if there are any changes in what you are moving or any other needs related to your move.

2 Weeks Before Your Move

- ☐ Confirm all paperwork your movers and double check that the proper insurance is in place to cover your valuables.
- ☐ Transfer all regular home deliveries to your new address.
- ☐ Return any library books and collect and items out for repair or cleaning.
- ☐ Make necessary and proper arrangements for moving your plants and pets.
- ☐ Review your lease agreement if any to see what kind of cleaning is necessary when you move out.
- ☐ Set up your utilities at your new apartment. Utilities to set up may include phone, power, water, internet, and cable.
- ☐ Gather valuable paperwork, jewelry, and small family heirlooms. Keep these special items separate from your moving boxes and make a plan for transporting them by hand.
- ☐ Clean and clear your home, including closets, basements, and attics.
- ☐ Tape and seal all non-toxic, non-flammable fluids in plastic zip lock bags.
- ☐ Tie up loose ends. Confirm that you have changed addresses, have all the proper documents in place, make your final packing decisions and ready to make your move.

1 Week Before Your Move

- ☐ Review your moving plans with your move representative and check with them to be sure you haven't forgotten anything. Reconfirm the moving-day arrival time as well as cell phone numbers and last-minute details. Email or call with questions.
- ☐ Arrange to have your utilities (electric, gas, phone, etc.) disconnected the day AFTER your scheduled move-out date.
- ☐ Call and arrange ahead to have utilities connected at your new home the day before, or the day of your move-in date. It is helpful if utilities in your new home are turned on one day before your move-in date.
- ☐ Back up all computers and have a plan in place for checking email and paying bills online while your computer is in transit.
- ☐ Dispose of flammables & drain fuel from lawn mower and other machinery.
- ☐ Change or cancel regular home services such as newspaper delivery, clean-up and etc to your new address.
- ☐ Use up or give away any unwanted contents from your freezer and defrost.
- ☐ Finalize and separate personal items which you will be taking with you, such as jewelry, small gadgets, or any valuables. Be sure to be properly packed and set them aside in a designated area. If you have a closet or extra room available, put all of these items together and label them accordingly to avoid confusion.
- ☐ Clean your stove, empty, defrost & clean your refrigerator/freezer at least 24 hours before moving to let them air out.
- ☐ Withdraw any cash you will need to pay the movers and get through travels to your new apartment.
- ☐ Fill any prescriptions you will need during the move and prepare a last minute survival kit.

Moving Day

- ☐ Be on hand when the movers arrive.
- ☐ Place all suitcases and essential items you need in one specified place so they are not loaded in the moving truck.
- ☐ Turn off the gas at the meter, the electricity at the switchboard and water at the tap.
- ☐ Do a final walk through with the moving crew to make sure everything is loaded, ensure nothing is overlooked or unnecessarily left behind before the moving crew leaves.
- ☐ If you are using professional movers, confirm payment method. Some moving companies prefer to be paid in cash on the day of the move, while other companies accept checks and credit cards.
- ☐ Double-check with movers if the new address or the destination of the shipment, phone numbers, and other pertinent details are correct.
- ☐ Turn off all switches, close up all windows, and lock all doors.

Moving In

- ☐ Make sure all utilities have been connected.
- ☐ Be present, or communicate the same to your authorized representative to unload your items and begin organizing the placement of major items in/around your home.
- ☐ Take note of items as they are unloaded to make sure nothing was damaged in transit, be sure to unpack the items and if necessary, file any insurance claim early.
- ☐ To prevent damage, avoid using TVs, computers and other electronic equipment and appliances 24 hours after delivery – allowing them time to adjust to room temperature.
- ☐ Keep all receipts and documents in your move file and store it in an easy-to-remember location.
- ☐ Contact your movers regarding the used packing cartons.
- ☐ Get involved and familiarize in your new neighborhood.
- ☐ Enjoy your new home!

For more information about our services and to see how Alliance Movers can help you with your moving & storage needs, please feel free to contact us at (+65) 6257 1143 or email us at enquiry@alliancemovers.com.sg