



**MOVING HOME CAN BE A CHALLENGING EXPERIENCE AT THE BEST OF TIMES.**

*We'd like to make that easier for you. We've compiled these checklists that will enable you to manage your moving experience from one place, online or offline.*

*Use offline requires no explanation, just download and print out.*

*To use online upload these documents into your Google Docs account and share with the movers, family members and other people helping you move into your new home.*

*Regards  
Kevin & Sarah @ Arrow Light Haulage and Courier Services*

**PLACES TO REGISTER**

Company Name	Telephone # Web Address	Account # User Name & Password
School		
School		
School		
Doctor		
Doctor		





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Last Minute Details

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Notes:

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## IMPORTANT CONTACTS DURING A MOVE

Name	Address / Telephones / Email	Remarks
Estate Agent/ Landlord		
Mortgage Co. / Bank		
Title Company / Solicitors		
Moving Company		
Employer		
Storage Rental		







# MOVING COMPANY CHECKLIST

MOVING DATE \_\_\_\_\_

Two Months Prior	Six Weeks Prior	One Month Prior
<input type="checkbox"/> Get estimates from moving companies <input type="checkbox"/> Make household inventory <input type="checkbox"/> Create file for moving paperwork <input type="checkbox"/> Transfer medical/school records <input type="checkbox"/> Make a floorplan of new home <input type="checkbox"/> Reserve a moving company	<input type="checkbox"/> Arrange for change-of-address <input type="checkbox"/> Make storage arrangements <input type="checkbox"/> Clean out closets and drawers <input type="checkbox"/> Use up food and cleaning supplies <input type="checkbox"/> Start planning Moving Sale	<input type="checkbox"/> Schedule disconnection of utilities <input type="checkbox"/> Make arrangements for pets/plants <input type="checkbox"/> Be sure you are insured for move <input type="checkbox"/> Make travel plans for move <input type="checkbox"/> Collect important records <input type="checkbox"/> Schedule connection of utilities
Three Weeks Prior	Two Weeks Prior	One Week Prior
<input type="checkbox"/> Arrange for moving day childcare <input type="checkbox"/> Hold your Moving Sale <input type="checkbox"/> Get car serviced for trip <input type="checkbox"/> Dispose of all flammables	<input type="checkbox"/> Return library books <input type="checkbox"/> Cancel newspaper delivery <input type="checkbox"/> Send out change-of-address cards <input type="checkbox"/> Prepare a travel kit <input type="checkbox"/> Immunize pets for trip	<input type="checkbox"/> Transfer bank accounts <input type="checkbox"/> Empty Safety Deposit Box <input type="checkbox"/> Start wrapping breakables <input type="checkbox"/> Drain power equipment/hoses <input type="checkbox"/> Empty refrigerator/freezer
Last Minute Details		Packing for Travel
<input type="checkbox"/> Pack the car <input type="checkbox"/> Note all utility meter readings <input type="checkbox"/> Have cash for trip <input type="checkbox"/> Check closets, cabinets, and storage for any overloaded items <input type="checkbox"/> Pack phone last <input type="checkbox"/> Be sure water, furnace, air conditioner, and lights are off		<input type="checkbox"/> Checkbook/Credit Cards <input type="checkbox"/> Address Book <input type="checkbox"/> Driver's License/ID <input type="checkbox"/> Flashlight <input type="checkbox"/> Tools <input type="checkbox"/> Materials for meals on the road/Cups <input type="checkbox"/> Towels/Blankets <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Games/Books/Activities for kids

Notes

# MOVE YOURSELF CHECKLIST

MOVING DATE \_\_\_\_\_

Two Months Prior	Six Weeks Prior	One Month Prior
<input type="checkbox"/> Compare truck rental companies <input type="checkbox"/> Make household inventory <input type="checkbox"/> Create file for moving paperwork <input type="checkbox"/> Transfer medical/school records <input type="checkbox"/> Make a floorplan of new home <input type="checkbox"/> Reserve rental truck	<input type="checkbox"/> Arrange for change-of-address <input type="checkbox"/> Make storage arrangements <input type="checkbox"/> Clean out closets and drawers <input type="checkbox"/> Use up food and cleaning supplies <input type="checkbox"/> Start planning Moving Sale <input type="checkbox"/> Start collecting boxes, tape, materials	<input type="checkbox"/> Schedule disconnection of utilities <input type="checkbox"/> Make arrangements for pets/plants <input type="checkbox"/> Be sure you are insured for move <input type="checkbox"/> Make travel plans for move <input type="checkbox"/> Collect important records <input type="checkbox"/> Schedule connection of utilities <input type="checkbox"/> Begin to pack things you don't need
Three Weeks Prior	Two Weeks Prior	One Week Prior
<input type="checkbox"/> Arrange for moving day childcare <input type="checkbox"/> Hold your Moving Sale/sell clutter on ebay <input type="checkbox"/> Get car serviced for trip <input type="checkbox"/> Dispose of all flammables	<input type="checkbox"/> Return library books <input type="checkbox"/> Cancel newspaper delivery <input type="checkbox"/> Send out change-of-address cards <input type="checkbox"/> Prepare a travel kit <input type="checkbox"/> Immunise pets for trip	<input type="checkbox"/> Transfer bank accounts <input type="checkbox"/> Empty Safety Deposit Box <input type="checkbox"/> Start wrapping breakables <input type="checkbox"/> Drain power equipment/hoses <input type="checkbox"/> Empty refrigerator/freezer <input type="checkbox"/> Dismantle beds/furniture <input type="checkbox"/> Pack everything into boxes
Last Minute Details		Packing for Travel
<input type="checkbox"/> Pack the car <input type="checkbox"/> Note all utility meter readings <input type="checkbox"/> Have cash for trip <input type="checkbox"/> Check closets, cabinets, and storage for any overloaded items <input type="checkbox"/> Pack phone last <input type="checkbox"/> Be sure water, furnace, air conditioner, and lights are off		<input type="checkbox"/> Checkbook/Credit Cards <input type="checkbox"/> Address Book <input type="checkbox"/> Driver's License/ID <input type="checkbox"/> Flashlight <input type="checkbox"/> Tools <input type="checkbox"/> Materials for meals on the road/Cups <input type="checkbox"/> Towels/Blankets <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Games/Books/Activities for kids

Notes:





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## BOX LABELS

Box #

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Box Destination:

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Box #

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Box Destination:

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Box #

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Box Destination:

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Box #

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Box Destination:

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Box #

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Box Destination:

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Box #

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Box Destination:

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## UTILITIES / ACCOUNTS TO CLOSE

Company Name	Telephone # Web Address	Account # User Name & Password
Electricity		
Telephone		
Mobile Phone		
Internet		
Cable		
Water		
Trash		
Oil/Propane		
Gas		
Bank		
Insurance Co. (Home)		
Insurance Co. (Auto)		
Newspaper		
Library		
Gym		

## UTILITIES / ACCOUNTS TO OPEN

Company Name	Telephone # Web Address	Account # User Name & Password
Electricity		
Telephone		
Mobile Phone		
Internet		
Cable / Satellite TV		
Water		
Waste Disposal		
Oil/Propane		
Gas		
Bank		
Insurance Co. (Home)		
Insurance Co. (Auto)		
Newspaper		
Library		
Gym		

## CHANGE OF ADDRESS LIST

### NEW ADDRESS \_\_\_\_\_

Company Name	Telephone # Web Address	Account # User Name & Password
Post Office – redirect mail		
Tax Office		
Bank		
Credit Card		
Credit Card		
Credit Card		
Loan Account		
Loan Account		
DVDs in the Mail Co (LoveFilm)		
Place of Worship		
Doctor		
Dentist		
School		
Magazine		
Magazine		

## CHANGE OF ADDRESS CARDS TO SEND

1.	26
2.	27.
3.	28.
4.	29.
5.	30.
6.	31.
7.	32.
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58.	83.
59.	84.
60.	85.
61.	86.
62.	87.
63.	88.
64.	89.
65.	90.
66.	91.
67.	92.
68.	93.
69.	94.
70.	95.

71.	96.
72.	97.
73.	98.
74.	99.
75.	100.

## We hope you find these checklists useful

Enjoy your new home and remember, as couriers we can help with smaller property moves. A three bed house fits nicely into one of our jumbo transits, and if you help load and unload you'll save a lot of money on your move.

You can find us at <http://www.ArrowLightHaulage.co.uk> or give us a call on 0800 917 7084 for a free quote.