

3 MONTHS before your move



MOVING DATE

MOVING FROM

MOVING TO

BUDGET

MOVER / CONTACT

PLANNING

- ☐ Decide on a moving date and fix it, even if not final
- ☐ Define why you are moving and how big the job is
- ☐ Set a starting budget
- ☐ Decide on movers, storage units and packing supplies
- ☐ Request time off work
- ☐ Measure large furniture

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

RESEARCH

- ☐ Get quotes from several moving companies, not just one
- ☐ Ask about extra costs: packing, loading, transport, storage
- ☐ Ask about special handling (pianos, artwork)
- ☐ Ask about storage between homes, even if you don't expect to need it
- ☐ Ask about moving coverage / insurance

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

DECLUTTER

- ☐ Sort every item into a category before boxing anything:
 - ☐ Keep
 - ☐ Donate
 - ☐ Sell
 - ☐ Recycle
 - ☐ Discard
- ☐ Sell or donate unwanted items
- ☐ Create a room-by-room inventory

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

DOCUMENTS & FAMILY

Important documents

- ☐ Collect lease or property papers, moving contracts, ID, insurance, school and work records
- ☐ Keep them in one labelled folder or box
- ☐ Back up digital files

Family

- ☐ Plan school transfer and how to tell the children
- ☐ Check new home's pet policy (size / breed)
- ☐ Allow extra time for seniors or long travel

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

NOTES

1 MONTH before your move



MOVING COMPANY

- ☐ Confirm your moving date
- ☐ Check the quote line by line
- ☐ Confirm pick-up and delivery details
- ☐ Confirm exactly what will be packed and unpacked
- ☐ Ask which items they won't move (hazardous materials, plants)

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

PACKING

- ☐ Start with items not used daily: off-season clothes, books, decor, spare kitchenware
- ☐ Pack room by room, not the whole house at once
- ☐ Label each box with contents and room
- ☐ Keep a basic inventory as you pack
- ☐ Wrap fragile items separately
- ☐ Set aside a spot for items needed right away

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

ADDRESS CHANGES

- ☐ Bank and insurance companies
- ☐ Employer
- ☐ Children's school
- ☐ Subscriptions and memberships
- ☐ Government documents (license, registration)
- ☐ Tell family and friends your new address

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

UTILITIES & HOME

Utilities

- ☐ Arrange electricity, water, gas, internet, phone, security
- ☐ Disconnect at old home, connect at new home with no gap

Cleaning & repairs

- ☐ Renting: review rental agreement for cleaning / repair rules
- ☐ Selling: do minor repairs and cleaning before closing
- ☐ Protects your deposit or closing date

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

NOTES

1 WEEK before your move



PACKING

- ☐ Pack everything except daily needs
- ☐ Check every box is labelled
- ☐ Separate valuable and delicate items
- ☐ Keep important papers with you, not on the truck
- ☐ Disassemble big furniture
- ☐ Pack suitcases

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

ESSENTIALS BAG

- ☐ Change of clothes and toiletries
- ☐ Medication
- ☐ Chargers
- ☐ Important documents
- ☐ Kitchen basics, snacks, water
- ☐ Cleaning essentials
- ☐ Kids' and pets' items, packed separately

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

CONFIRM THE MOVE

- ☐ Arrival time of movers
- ☐ Pick-up and drop-off addresses
- ☐ Parking and access details
- ☐ Payment method and amount
- ☐ Movers have your updated contact details
- ☐ Get cash for tips

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

FINAL HOME PREP

- ☐ Final clean of the home
- ☐ Defrost the freezer if needed
- ☐ Check cupboards and storage for forgotten items
- ☐ Collect keys and garage door openers
- ☐ Gather paperwork to hand over or take
- ☐ Schedule final walk-through
- ☐ Take photos of the empty home

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

NOTES

MOVING DAY date: ____ / ____ / ____



BEFORE MOVERS ARRIVE

- ☐ Keep pathways clear
- ☐ Keep valuables and documents with you, not in the truck
- ☐ Set the essentials bag aside
- ☐ Keep children and pets out of the way
- ☐ Have your contact details and the movers' on hand

My own tasks

- ☐ _____
 - ☐ _____
 - ☐ _____

DURING LOADING

- ☐ Walk movers through the house
- ☐ Point out fragile or special items
- ☐ Verify what is loaded and what stays
- ☐ Tick items off your inventory as they go on the truck
- ☐ Sign the movers' inventory list

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

BEFORE LEAVING

- ☐ Walk the whole house: appliances, bathrooms, kitchen, garage, drawers, cabinets, closets, basement, loft
- ☐ Turn off lights and close windows
- ☐ Return or leave keys as agreed
- ☐ Conduct final walk-through
- ☐ Tip movers

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

AT THE DESTINATION

- ☐ Compare delivery against your inventory
- ☐ Check for damaged or missing boxes
- ☐ Direct boxes to the right rooms
- ☐ Never put important documents in a box
- ☐ Document any issue promptly and follow the process in your moving contract

My own tasks

- ☐ _____
 - ☐ _____
 - ☐ _____

NOTES

SPECIAL TASKS

that apply to you - tick the sections that fit



FAMILY & PETS

- ☐ Start school transfer and request records
- ☐ Plan how to tell the children
- ☐ Check pet size / breed policy
- ☐ Book a babysitter and/or pet sitter for moving day
- ☐ Allow extra time for seniors or long travel
- ☐ Pack kids' and pets' essentials separately

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

BUSINESS / OFFICE MOVE

- ☐ Tell employees early
- ☐ Inventory equipment and IT systems
- ☐ Plan office furniture
- ☐ Warn customers and vendors of downtime
- ☐ Prepare the IT cutover plan
- ☐ Name one person to own vendor calls and moving-day logistics

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

INTERNATIONAL MOVE

- ☐ Research customs and biosecurity laws of the destination
- ☐ Check which items are allowed or banned
- ☐ Do this before you pack
- ☐ Update government documents

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

RENTING & SPECIAL ITEMS

Renting / selling

- ☐ Review rental agreement for cleaning and repair duties
- ☐ Keep a buffer if lease or closing dates change
- ☐ Do minor repairs before closing

Special items

- ☐ Get specialty handling quotes for pianos and artwork
- ☐ Arrange plants and hazardous materials yourself if movers refuse them

My own tasks

- ☐ _____
- ☐ _____
- ☐ _____

NOTES
