



✓ Checklist for Local Moves

WTMS
WESTTENNESSEEMOVERS.COM
877-512-MOVE

8 weeks before move

- ☐ Create a moving file or folder to store quotes and receipts.
- ☐ Hire a local moving company after getting 3 written bids.
- ☐ Create a realistic budget for moving expenses.
- ☐ Read over contract from Movers to confirm they are licensed and insured.
- ☐ Request time off from work for moving days.
- ☐ Determine what furniture will work in new space and sell, donate or get rid of other.
- ☐ Work with your moving company if you are moving specialty items: gun safes, pianos, swing sets, pool tables, additional cars, exercise equipment, large TVs.
- ☐ Coordinate with moving company to have Xtreme Cleaning come in after house is empty.

6 weeks before move

- ☐ Gather moving boxes and packing materials - WTMS (Paris office) sells materials or can give a Guaranteed Price on Packing.
- ☐ If you are packing yourself research tips on packing (refer to our Packing blog on website under Resources tab).
- ☐ Mark what goes into each box so if you need to find specific item it is easier.
- ☐ Mark boxes fragile that have breakables.
- ☐ Take pictures of electronics before unhooking them.
- ☐ Pack socks, t-shirts, towels and linens to pad fragile items and conserve space.
- ☐ If moving into an apartment find out about any Moving Day requirements and where to park truck during unload.
- ☐ Fix minor home repairs.
- ☐ Measure doorways, stairways and elevators to make sure furniture will fit moving out and into new space.
- ☐ Pack a little everyday. Start with china & crystal, out of season clothes, decorations.

4 weeks before move

- ☐ If your Moving Company does not provide moving insurance you need to purchase. WTMS provides all customers moving insurance included in the cost of the bid.
- ☐ Donate unneeded items that can't be packed or sold.
- ☐ Gather all financial and legal records in one place and keep with you during move.
- ☐ If setting up new checking and savings accounts order checks and any necessary debit cards with new address. Also leave enough money in old accounts to clear checks or any scheduled auto drafts until converted to new accounts.
- ☐ Set up cable, internet, phone, trash pickup in new address and schedule installation.
- ☐ Make sure pets have updated tags with contact info on their collars and necessary medications.
- ☐ Temporarily raise credit limits of credit/debit cards.
- ☐ Set up home/renter's insurance for new home.

2 weeks before move

- ☐ Recycle or dispose of flammable, chemical and plants unless you are going to carry in your car.
- ☐ Plan two weeks worth of meals and empty freezer.
- ☐ Back up computer.
- ☐ Schedule utilities read and turned off in current home.



- ☐ Make arrangements for children and pets on move day.
- ☐ Update address – All financial institutions
 - Retirement and Investment accounts
 - Life Insurance policies
 - Employment
 - Subscriptions
 - Credit and Debit card companies
- ☐ Schedule thru USPS.com to have mail forwarded to new address.

One Week Before Move

- ☐ Donate unopened food.
- ☐ Cancel or forward scheduled deliveries.
- ☐ If taking refrigerator or freezer unplug to defrost night before and clean out.
- ☐ Drain water hoses to washing machine and ice maker.
- ☐ Empty oil and gas from grills, mowers and snow blowers.
- ☐ Get cash to have on hand for incidentals.
- ☐ Conduct final walk thru for anything in shelves, attics, or closets.
- ☐ Watch weather channel for updates.
- ☐ Take photos of empty place to show it is move out ready.
- ☐ Confirm details with moving company.
- ☐ Put all hardware for furniture in labeled plastic bags i.e. Bolts to master bedroom bed – either duck tape on furniture or keep all together in tool kit that you will keep with you.
- ☐ Confirm utility hook ups dates and times at new home.
- ☐ Return cable boxes/modems if required.

Moving Day

- ☐ Set alarm to get up early.
- ☐ If inclement weather is predicted try to have some old blankets to minimize dirt and debris moving into new home.
- ☐ If you are planning to tip your Movers please do so separately from bill.
- ☐ Stay relaxed and try to have plenty of healthy snacks and water.
- ☐ Exchange cell phones numbers with Movers in case there are questions.

Move In at New Home

- ☐ Have movers set up all beds and you can make them up with linens.
- ☐ Unpack your toiletries and set up bathroom.
- ☐ Go to grocery and set up house.
- ☐ Get to know your neighbors.
- ☐ If you have children and pets try to acclimate them to new neighborhood.

Week 1 Post Move

- ☐ Leave an online review for your Moving Company.
- ☐ Post empty boxes and packing materials on Facebook or Craigslist.
- ☐ Clean the carpets in your new home.
- ☐ If you have woodburning fireplace have chimney sweep before using it.
- ☐ Make sure street address is visible from street.
- ☐ Install or reprogram home security system.
- ☐ Explore new neighborhood.
- ☐ Send thank you notes to friends and neighbors who helped you move in.
- ☐ Unpack all your boxes as soon as possible and hang pictures to get settled.
- ☐ Make spare copies of new keys.

