



# Moving Checklist

## 2 MONTHS BEFORE YOUR MOVE

- Obtain at least 3 estimates from moving companies.
- Go through your home and identify items that you no longer need and plan a yard sale, or donate them.
- Check your rental agreement to determine how much notice you must give your landlord before moving.
- Contact Ottumwa's Welcome & Connect Service to begin researching your new community.

## 6 WEEKS BEFORE YOUR MOVE

- Get your housing needs finalized whether it is renting or purchasing a home.
- Contact your children's current and future school and make sure all necessary records are sent.
- Compile all needed medical records, and ask for referrals for medical professionals in Ottumwa.
- Check with your insurance provider to see if you need to make changes to your policy.
- Plan meals so you use up food items that cannot be transported.

## 1 MONTH BEFORE YOUR MOVE

- Order boxes and moving supplies.
- Begin packing less used items. Make sure to label boxes with its contents and what room it will be going in.
- Start cancellation process of various services. (Health club, Lawn Care, Newspaper, etc.)

- Notify utility services of your move at current location and in Ottumwa. For a list of utility contact information click [here](#).
- If you have pets to move, start making those arrangements.
- Have yard sale, and donate items that do not sell.

## 2 WEEKS BEFORE YOUR MOVE

- Fill out change of address forms for the USPS. You can also do this online at [www.usps.com](http://www.usps.com)
- Make sure all professional service providers have been notified of your move including your accountant, attorney, financial planner, and health insurance provider.
- Make sure your bank, credit card company, and any other loan providers are aware of your move.
- Determine how important documents are being moved.

## 1 WEEK BEFORE MOVE

- Finish packing.
- Verify all information with your movers to confirm delivery date, address and make sure payment arrangements are made.
- Pack a suitcase of clothing and toiletries to get you through the moving process.
- Make sure major electronics and your refrigerator are unplugged 24 hrs prior to your move.
- Notify friends and family of your new address.

## Moving Day

- Be present to oversee the loading process.
- If you are moving yourself plan the order of the items you will be loading.
- Do a final walk through to make sure all items have been packed and that all lights are off and doors and windows are locked.