HOME

Six weeks out

Create one source of truth.

MOVING HOME MASTER PLANNER

BUILD THE MOVE FILE

Choose one folder for quotes, lease documents, inventories, receipts, contacts, and dates. Compare at least two realistic options before committing.

- [ ] Confirm move-out, key, elevator, parking, and cleaning rules in writing.
- [ ] List fixed dates: notice, utility transfer, movers, school or work needs.
- [ ] Measure large furniture and doorways.
- [ ] Start a donation, sell, recycle, and keep list.

EXAMPLE

Decision: a lower truck quote is not cheaper if it excludes fuel, mileage, stairs, or insurance.

PUT IT INTO PRACTICE

What deadline has a penalty if missed?

What cannot travel with movers?

General planning information only. Confirm lease, insurance, transport, and address-change requirements with official sources and qualified providers.

HOME

Four weeks out

Reduce what you move.

MOVING HOME MASTER PLANNER

SORT BY REAL USE

Pack only after deciding whether an item earns space in the next home. Work one category at a time and dispose of hazardous materials through local approved options.

- [ ] Keep documents, medication, keys, chargers, and valuables with you.
- [ ] Photograph condition and serial numbers of valuable belongings.
- [ ] Cancel or transfer recurring local services.
- [ ] Reserve help, vehicle, or elevator after confirming access hours.

EXAMPLE

Label a donation box ·pickup Friday·; if it is not collected, choose the next approved drop-off rather than moving it by default.

PUT IT INTO PRACTICE

Which items have not been used in a year?

Who owns each cancellation task?

HOME

Two weeks out

Pack for a calm arrival.

MOVING HOME MASTER PLANNER

LABEL FOR UNLOADING

Use a color or number for each room and put contents plus destination on two sides of every box. Do not overfill boxes; protect breakables and follow carrier rules.

- [ ] Create an essentials box for the first 24 hours.
- [ ] Use an inventory number for boxes containing important items.
- [ ] Set aside cleaning supplies for both homes.
- [ ] Confirm arrival address, phone numbers, payment method, and weather backup plan.

EXAMPLE

Label: ·KITCHEN 07 · mugs, tea, small pan · open first.·

PUT IT INTO PRACTICE

What would be frustrating to search for on the first night?

Which box needs a photo before sealing?

HOME

Final week

Confirm, clean, and protect records.

MOVING HOME MASTER PLANNER

CLOSE LOOSE ENDS

Reconfirm times with every person involved. Take dated photos as rooms are emptied and keep proof of notices, utility readings, and return instructions.

- [ ] Defrost appliances only as their manuals instruct.
- [ ] Use up or safely share perishable food.
- [ ] Pack an overnight bag for each person and pet needs if applicable.
- [ ] Set mail forwarding through the official postal service where available.

EXAMPLE

Script: ·Could you confirm our arrival window, parking instructions, and whether payment is due before unloading?·

PUT IT INTO PRACTICE

Who is the day-of decision maker?

What information must be available without internet?

HOME

Moving day

Use a simple sequence.

MOVING HOME MASTER PLANNER

BEFORE THE TRUCK LEAVES

Walk each room, closet, cabinet, balcony, and storage area. Record final meter readings if you are responsible for them and return keys exactly as instructed.

- [ ] Keep documents and medication in your personal bag.
- [ ] Check furniture condition before loading and again at delivery.
- [ ] Count numbered boxes at departure and arrival.
- [ ] Do not leave children or pets unsupervised around loading areas.

EXAMPLE

Checklist callout: keys, ID, phone, charger, wallet, lease, water, essentials box, final photos.

PUT IT INTO PRACTICE

What is the last room to inspect?

Who confirms the truck is fully unloaded?

HOME

First 48 hours

Make the new home safe and usable.

MOVING HOME MASTER PLANNER

UNPACK BY FUNCTION

Start with beds, bathroom, food, lights, and basic cleaning·not decoration. Photograph pre-existing issues and report them through the documented channel.

- [ ] Test alarms, locks, faucets, appliances, and outlets safely.
- [ ] Find exits, waste collection, parking, and building contacts.
- [ ] Break down boxes only after checking contents.
- [ ] Keep receipts for move-related purchases in your move file.

EXAMPLE

Order: 1) beds, 2) bathroom bag, 3) kitchen basics, 4) daily clothes, 5) remaining boxes.

PUT IT INTO PRACTICE

What safety issue requires immediate notice?

What can remain boxed for one week?

HOME

Settle and review

Finish without losing evidence.

MOVING HOME MASTER PLANNER

SEVEN-DAY CLOSEOUT

Review costs against your estimate, complete address updates, and file all records. If a deposit, damage, or service dispute arises, rely on written documentation and obtain local professional or tenant-support guidance.

- [ ] Update emergency contacts and delivery addresses.
- [ ] Check that canceled utilities are actually closed.
- [ ] Submit any required condition report by its deadline.
- [ ] Schedule one small unpacking session instead of an exhausting marathon.

EXAMPLE

Weekly review: ·We spent $65 more than planned on supplies; next time we will price boxes and cleaning items before moving week.·

PUT IT INTO PRACTICE

Which record should be saved until the lease ends?

What one unfinished task has the highest impact?