

Moving Planner

Housing, transportation, budgeting, cleaning, sorting, recycling — moving requires preparation, planning, and organization. Use this Moving Planner to keep your notes in one place and to keep the move moving. To help yourself stay on track, write down proposed deadlines for completing each task. For more information about the moving process visit www.aie.org/planning-for-college.

Preparation		
Task	Notes	Completion Date
<input type="checkbox"/> Find housing		
<input type="checkbox"/> Look for roommate(s)		
<input type="checkbox"/> Sort belongings: Move, donate, sell, recycle		
<input type="checkbox"/> Host garage sale		
<input type="checkbox"/> Drop off donations/recycling		
<input type="checkbox"/> Estimate moving budget		
<input type="checkbox"/> Choose moving service: Full service, You pack/They drive, or truck rental		
<input type="checkbox"/> Make reservations		
<input type="checkbox"/> Collect boxes		
<input type="checkbox"/> Gather packing materials (boxes, newspaper, other)		
<input type="checkbox"/> Take pictures/video of belongings for record of possible damage		
Pack		
<input type="checkbox"/> Nonessential items		
<input type="checkbox"/> Rest of items		
<input type="checkbox"/> Daily necessities (set aside)		
Transfer/disconnect/connect household services		
<input type="checkbox"/> Utilities		
<input type="checkbox"/> Internet		
<input type="checkbox"/> Cable TV		
Other		
<input type="checkbox"/> Submit change of address form to U.S. Post Office		
<input type="checkbox"/> Send change of address notifications to loan holders, magazine subscriptions, others		
<input type="checkbox"/>		
<input type="checkbox"/>		



Moving Day		
Task	Notes	Completion Date
<input type="checkbox"/> Have refreshments available for helpers		
<input type="checkbox"/> Pick up moving truck		
<input type="checkbox"/> Fill out damage inventory list at the new residence		
<input type="checkbox"/>		
<input type="checkbox"/>		
After the Move		
Task	Notes	Completion Date
<input type="checkbox"/> Return moving truck		
<input type="checkbox"/> Clean former residence/Hire cleaning service		
<input type="checkbox"/> Fill out damage/repair inventory		
<input type="checkbox"/> Unpack		
<input type="checkbox"/> Submit claims for items damaged during move		
<input type="checkbox"/> Switch driver's license, insurance, and car registration		
<input type="checkbox"/>		
<input type="checkbox"/>		

For more information visit www.AIE.org