

# PERSONAL MOVING CHECKLIST

Prepared for: [MOVER NAME] Date prepared: Planned moving day:

## 1. Move Information

| Field | Value | |---|---| | Name of Person Moving | [MOVER NAME] | | Current Address | [CURRENT ADDRESS] | | New Address | [NEW ADDRESS] | | Moving Day | | | Moving Distance | 0 miles | | Estimated Travel Time | 0 hours | | Number of Rooms | 3 To 6 | | Move Type | Personal | | Interstate Move | No — intrastate move | | Origin State | [STATE] | | Destination State | [STATE] |

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## 2. Federal Compliance Notices

### 2.4 IRS Change of Address

- File **IRS Form 8822** (individuals) or **Form 8822-B** (businesses) to update your address with the IRS. Failure to do so can result in missed notices of deficiency, potentially affecting the right to petition Tax Court under IRC §6212(b).
- **Tax note — moving expense deduction.** For tax years 2018–2025, the federal moving expense deduction is suspended for non-military taxpayers under IRC §217(k) (TCJA). Active-duty military moving pursuant to military orders remain eligible under IRC §217(g).

### 2.5 USPS Mail Forwarding

- Submit **USPS Form 3575** (Change of Address) online or at a post office.
  - Note: USPS first-class mail forwarding expires after **12 months** (Domestic Mail Manual §507.2); standard mail forwards only 60 days. Do not rely on USPS forwarding as a substitute for direct notification — notify each critical party individually.
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## 3. State Compliance — Intrastate Mover Licensing

- Verify mover's state license before booking.
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## 4. Eight Weeks Before Moving Day

- Draw a floor plan of the new home to plan furniture placement.
- Begin using up freezer food, pantry items, and **non-allowables that cannot be transported by a common carrier** (see Section 4.1).

- Contact the chamber of commerce or local government in the new area for information on schools, employment, community services.
  - Destination chamber / local gov't address: \_\_\_\_\_
  - Phone: \_\_\_\_\_
- Decide whether to use a professional mover or self-move.
- Sort and purge: keep / discard / sell / donate.
- Collect medical, dental, insurance, and school records. (Under FERPA, 20 U.S.C. §1232g, you may request school records transfer directly to the destination school.)
- Find a real estate or property management agent to handle the sale or lease of the old home (if applicable).

#### 4.1 Non-Allowables — Items Professional Movers Will Not Transport

Under DOT hazardous-materials rules (49 C.F.R. Part 177) and standard household-goods tariffs, movers cannot (or will not) transport the following. Plan to dispose of or personally transport these items:

**Flammables / combustibles:** gasoline, propane tanks, kerosene, lighter fluid, matches, charcoal, sterno, aerosols (hairspray, spray paint), nail polish and remover, paint, paint thinner, cleaning solvents.

**Explosives / ammunition:** fireworks, ammunition, black powder, pool chemicals, fertilizer.

**Corrosives:** batteries (car, marine), acids, bleach, pesticides, weed killer.

**Perishables:** refrigerated / frozen food, open food containers, live plants (most interstate movers refuse — see §13), produce.

**Personal / irreplaceable (transport yourself):** cash, jewelry, prescription medications, firearms, family photos, passports, wills, deeds, tax records, laptops, keys.

#### Mover Comparison (up to 3 companies)

Field	Company 1	Company 2	Company 3	Company Name	Total Estimated Cost
\$0.00	\$0.00	\$0.00			
Pre-planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Packing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Packing boxes / crates / blankets / labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Unpacking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Disposal of packing containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dollies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage-in-Transit (SIT) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Damage coverage tier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
FMCSA / state license verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Written estimate obtained (binding / non-binding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BBB / complaint history reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Complete Household Inventory Planner (Section 7) before requesting weight-based estimates.
- Use a **written Moving Contract** with the selected company to memorialize services, price, liability, and delivery window.

## 5. Six Weeks Before Moving Day

- Obtain packing materials: boxes, tape, bubble wrap, packing paper, markers.
  - Start packing least-used items and out-of-season clothing.
  - Schedule mover or confirm truck reservation.
  - Research storage facilities if needed (including Storage-in-Transit through your mover).
  - Begin garage sale or donation process.
  - Notify schools and request transcript transfers (FERPA).
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## 6. Two to Four Weeks Before Moving Day

- **Confirm mover reliability** (FMCSA for interstate; state regulator for intrastate — see Section 3).
  - Sign written moving contract; keep a copy on moving day.
  - Cancel recurring services and memberships at old address: newspapers, gym, pool cleaning, lawn service, subscription boxes.
  - Notify government offices of address change:
    - USPS (Form 3575)
    - IRS (Form 8822 or 8822-B)
    - Social Security Administration
    - DMV (see Section 9 for state-specific deadline)
    - Voter registration office
    - State tax authority (if different from IRS filing)
  - Notify banks, credit card issuers, insurance providers, employer/HR.
  - Notify healthcare providers and transfer prescriptions.
  - Update digital accounts: streaming services, Amazon, food delivery, alumni associations.
  - **Renter's / homeowner's insurance.** Confirm a policy is in force at the new address **on or before** move-in day; overlap with the old policy through moving day so goods in transit are covered.
  - **Set up utilities at new address** (electricity, gas, water, internet) to ensure availability on move-in day.
  - **Schedule utility shut-off / transfer at old address** for the day after move-out.
  - Continue packing — separate items for movers vs. self-transport.
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- Defrost the refrigerator / freezer.
  - Disassemble large furniture in advance; bag and label hardware.
  - Confirm parking or elevator reservations at both ends (if in apartment/condo).
  - Re-verify mover's USDOT / state license and cargo-insurance status one final time.
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## 12. Moving Day

- Maintain active communication with movers throughout the day.
  - Supervise loading; verify each box against your household inventory.
  - Take final meter readings (electric, gas, water) at old address.
  - Perform final walkthrough of old property — check all rooms, closets, garage, attic, basement, mailbox.
  - Leave keys as agreed with landlord or new owner; collect receipt of surrender.
  - Carry the essentials bag, inventory list, and signed moving contract in your personal vehicle — **not on the moving truck.**
  - **Review the inventory sheet / bill of lading carefully before signing.** Note any pre-existing damage and disputed condition codes in writing. Your signature without exceptions may waive later claims.
  - At destination: confirm utilities active; supervise unloading; verify each inventory tag as items come off the truck; note any missing items or damage on the **delivery receipt / bill of lading before signing.**
  - Pay the mover only the amount authorized by the contract (remember the **110% rule** for non-binding interstate estimates). Movers on interstate moves must accept at least two forms of payment (49 C.F.R. §375.807).
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## 13. Special Logistics

### International / Cross-Border Moves

- If moving to/from the U.S., file **CBP Form 3299** (Declaration for Free Entry of Unaccompanied Articles) for imported household effects.
  - Confirm destination-country customs rules and any ATA Carnet needs for temporary imports.
  - Confirm mover is licensed as an Ocean Transportation Intermediary (OTI) with the Federal Maritime Commission if shipping by sea.
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