



MOVE BINDER

*Everything you need to start planning your move and stay organized
and in control while doing it*

BUDGET/EXPENSES



TOTAL

| OLD LIVING EXPENSES | BUDGETED | ACTUAL | DIFFERENCE |
|---------------------|----------|--------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| NEW LIVING EXPENSES | BUDGETED | ACTUAL | DIFFERENCE |
|---------------------|----------|--------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| TRANSPORT EXPENSES | BUDGETED | ACTUAL | DIFFERENCE |
|--------------------|----------|--------|------------|
| | | | |
| | | | |
| | | | |



CONTACTS LIST



| NAME/COMPANY | PHONE # | EMAIL | WEBSITE |
|--------------|---------|--------|---------|
| | | | |
| | | NOTES: | |
| | | | |
| | | | |
| | | NOTES: | |
| | | | |
| | | | |
| | | NOTES: | |
| | | | |
| | | | |
| | | NOTES: | |



IMPORTANT DATES



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

WHAT YOU
DO TODAY,
CAN IMPROVE
ALL YOUR
TOMORROWS
-RALPH MARSTON

NOTES:

A large, rounded rectangular area with a light pink background, intended for writing notes.



TO DO LIST



X *DOWNLOAD AND PRINT THIS SWEET MOVING BINDER*

A series of horizontal red lines for writing, with a yellow vertical margin on the left side.



MOVING CHECKLIST



8-10 Weeks Before You Move

- Get Organized & Create a Move Binder:** Print out this moving binder template and place in a three-ring binder. Don't be afraid to go for a fun print binder. Moving is stressful – looking at your binder doesn't have to be.
- Gather the Resources to Help You Stand by Your Decision to Move... Or Reconsider:** I love Pro Cons list for helping with decision making. It's nice to have a tool to visualize the ups and downs of your impending move (or decision about moving). Be sure to check out sewstrawberrysweet.com for an Excel Pro Con List Template you can download.
- Find the Right Home for You:** The app "Apartment List" does a great job of surveying your needs and wants when it comes to your new apartment and will split up the available apartments into different lists: ones that perfectly match your criteria, some that match some of your criteria, those outside your desired location, and those that might be a budget stretch.
- Begin to Sort Your Items:** Even it's just a mental inventory of what you'll need in your new place, setting aside some time to think about what to keep, discard and donate will go a long way; especially when it comes time to unpack.
- Set a Budget:** This means both a budget for the expense of the entire move and what you expect your monthly budget to be in your new location.

8 Weeks Before You Move

- Collect or Buy Moving Supplies:** Don't forget to check Pinterest for clever ways to pack your items. Plastic wrap is a moving must have!
- Cancel/Transfer Local Memberships**
- Collect Important Records:** Like tax, mortgage, legal and utility bills and place somewhere that won't get lost in the moving process.
- Research Moving Companies and Compare Prices**
- Plan a Garage Sale:** Moves are expensive. Selling items at a Garage Sale or on eBay are a great way to both rid yourself of junk and make some money while you're at it.
- Contact Your Landlord and Review Your Lease:** Some apartments require up to 60 days of notice of move (if not at lease end) and have costly penalties.



MOVING CHECKLIST



6 Weeks Before You Move

- Begin Process to Transfer Medical, School and Vet Records**
- Take Extra Care to Use Cleaning Supplies:** Take note of what items you are the moving company or you will be unable to take with you. Begin to use these items, so you keep waste at a minimum.
- Plan How You Will Move Valuable/Hard to Replace Items:** Moving Companies often will not move jewelry and safes.
- Finalize Your Moving Date/Book a Moving Company:** Keep in mind what time of year you are moving as the summer months are especially busy time for movers with school starting up in the fall. Book as soon as you are able so you can get the pick-up and delivery dates you want.

5 Weeks Before You Move

- Begin Packing Non-Essential Items:** Packing almost always takes longer than expected, so start early, and pack a little each day.
- Label Your Boxes as You Go with Both the Destination and Contents:** You can use the included Box Inventory sheet to keep track of box contents and a count of total boxes.

4 Weeks Before You Move

- Notify Utilities:** Electric, gas, water, cable/internet, sewer, trash etc. Be sure to print a record of your last 12 months of payments as some companies will waive the deposit on setting up new service if you can provide a record of 12 months of on-time payments.
- File a Change of Address with USPS Online:** USPS partners with various companies to provide you move discounts. Take advantage!
- Make Travel Arrangements for Your Pet(s):** This includes getting them up-to-date on vaccinations and consider microchips to ease worry during the move
- Start a Pinterest Board to Help Visualize Your Space**



MOVING CHECKLIST



3 Weeks Before You Move

- **Eat Your Food:** Plan to either eat or dispose of all the food in your kitchen as to minimize waste
- **Have Your Car Serviced**
- **Set Up Renter's or Home Insurance:** Keep in mind that some apartments require this as a prerequisite to moving in and may charge a fine if it is not completed before lease start day
- **Dispose of Cleaning Chemicals and Other Items You are Not Allowed to Ship/Move:** However, be sure to keep some on hand for cleaning your place before move out. This will help you avoid those annoying apartment cleaning fees.

2 Weeks Before You Move

- **Pack, Pack, Pack:** Keep up your color coding and labeling system, along with keeping track of box contents on the Box Inventory Sheet.
- **Set Aside Valuables**
- **Make Note of What Items You'll Need on Move-In Day:** And be sure to set them aside so they aren't accidentally packed away. Clothing, toiletries, prescriptions etc.
- **Arrange for Cleaners:** if you won't be cleaning the place yourself.
- **Change Your Address for Subscriptions and Credit Card, Etc:** Log in online and get those accounts up to date. You don't want to have a delay on that subscription box!

1 Weeks Before You Move

- **Confirm Movers:** Check with them on dates and time of the move.
- **Pack Your Essentials:** Pack your suitcase with the items you will need right away and put a note on it so it doesn't get lost in the shuffle when the movers arrive. And remember not to pack away your box cutter, shower curtain, toilet paper and hand soap! This also includes Important Documents.
- **Drain Oil, Gas, and Water from Lawn Equipment**
- **Measure Doorways to Avoid that Awkward Moment When Furniture Won't Fit**
- **Fill Prescriptions and Don't Forget to Pick Them Up!**



FINAL MOVING CHECKLIST



Day Before the Move

- Empty and Defrost Your Fridge and Freezer**
- Clean Up the Place:** But don't bother with the floors and carpets yet, as the movers coming in and out will just undo it.

Moving Day

- Work with the Movers:** Make the process as simple for the movers as possible. Keep boxes near the door. Identify the especially heavy and/or fragile items. Have cash on hand for tips.
- Perform a Final Check and Clean:** Look for dirt and mud that were tracked into the home. Before the mover's leave be sure to check for any items that may have been left behind. Take special care to check behind doors, drawers, and closets.

Moving-In

- Work with the Movers Again:** You know the drill. Help to direct them to where things go. Keep cash on hand for tips.
- Clean Your New Home**
- Give Your Address to Friends and Family**
- Pick Up Mail That's on Hold at the Post Office**
- File Moving Receipts and Documents:** Keep copies for aiding in later tax filing
- Start Unpacking and Organizing Your New Home:** Check those inspirational Pinterest boards you made and get to decorating.

