



Done	Early Pre-Move Tasks	Notes
	Purge/Clean storage areas	
	Purge/Sort toys and decor	
	Purge closets and drawers	
	Schedule cleaning and repairs	
	Make/re-evaluate goals	
	Donate unwanted items	
	*Give notice: cable, internet, gas, water, electric, trash, and pest control companies (often requires 30-day notice)	
	*Give notice to landlord/housing	
	*Cancel local memberships (ex. Gym-often requires 30-day notice)	
	Create packing lists for personal move	
	Sched. final doctor and vet appointments	
	*Refill medications	
	*Schedule and service cars	
	Schedule hair-cuts and pet grooming	
	Back-up key files on hard drive	
	Pick-up/transfer essential Medical/dental records	
	*Copy of final kid's school records	
	Schedule hotels (adjust dates closer to move)	
	*Schedule mail stop/hold/forward	
	Prepare cargo carrier/trailer	
	Create sensitive item inventory	
	*Make 3-10 copies of orders	
	Update all Powers of Attorney (POA) – this is essential if the service member is deploying immediately.	
	*Organize home files to take with you: taxes, POAs, Birth certs, SS cards, marriage license, wills, religious records, etc.	
	Schedule housing inspection	

**Most important tasks, + Optional tasks*



	*Plan to Rent, buy, or post housing list.	
	*Set mover inspection, pack, and load dates	
Done	Week of Move Tasks, before movers arrive	Notes
	Bag loose items: pens, socks (makes unpacking easier)	
	Clean garden tools, grill	
	*Load vehicles	
	*Weigh empty vehicles	
	Pack/Trash liquids	
	Clean garbage can and Refrigerator	
	*Pack suitcases	
	Take down all curtain rods	
	Take down all hanging pictures, shelves, etc.	
	*Take pictures or write down serial numbers of high value items (if you own any).	
Done	During/After Move	Notes
	Adjust hotel reservations	
	*Weigh full vehicles, trailer	
	*Set delivery date for HHG	
	*Submit Finance settlement - PPM, travel	
	*Connect internet and cable	
	*Connect water, gas, electric, pest, and trash service.	
	*Switch Tricare information/region	
	Schedule dental appointments	
	*Change address on all accounts: EZ Pass, Amazon, cell phone, subscriptions, banking, credit cards, TSP,	

**Most important tasks, + Optional tasks*



	*Get school physicals	
	Submit mover claim	
	+Register at Child Youth Services (military installation)	
	+Register for camps	
	*Register for schools	
	+Find local gym or fitness outlet	
Done	Pre-school or School Kids — Before Move	Notes
	Register for preschool or private school (Dec-February of year prior)	
	Send deposits/forms to school	
	Pickup outgoing school records	
	Ask about uniform policy	
	Ask about sports and relevant lessons	
	Apply for relevant aid/scholarships	
Done	Pre-school or School Kids — After Move	Notes
	Schedule/complete physicals	
	Prepare uniforms (if required)	
	Pay tuition (if relevant)	
	Register CYS (recommended)	
	Identify local camps	
	Schedule/get physicals	

**Most important tasks, + Optional tasks*