



MOVE BINDER



Powerhouse

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INTRODUCTION

Congratulations on your big move! Moving brings all sorts of excitement and changes, but sometimes these changes can feel overwhelming. This binder is a free resource created by Powerhouse Planning to help contain and reduce some of the unknown and chaos surrounding a move. Powerhouse Planning is majority composed of military spouses and veterans. We know moves. Let us use our collective experience of frequent relocations all around the world to guide you on your next move.

How to Use This Binder

This binder is set up to allow you to customize it to your needs. It helps you to organize your important documents and complete and view checklists in a timely fashion, providing the framework to make your next move a success. Not all items on every checklist will be applicable, but they will help guide you to determine what is needed for your move to be as low-stress as possible.

These pages are designed to be printed off and placed in a binder. The sections can be tabbed for easy management and access. (A template for Avery 8 Big Tab labels is included as the final resource in “Tips & Resources” section.) The “Move Paperwork” and “Travel Plans” sections need only be printed as cover pages. Use sheet protectors, zippered pouches, or folder dividers to store your documents and receipts in these sections. The final section contains templates to aid in both the organization of the move and this binder. We recommend including a zippered pouch to store pens, markers, and sticky notes. Extra paper, either loose leaf or a full pad stashed in the back pocket, is also a good idea.

These resources can be used over and over, for all of your moves. If you want to use the same checklist for multiple moves, put each page in a clear sheet protector and use a wet/dry erase marker to check off each item.

Who We Are

Powerhouse Planning provides clients with remote team solutions worldwide. We are a scalable and targeted resource that is dedicated to assisting companies of all sizes achieve their goals. Our areas of expertise include business growth, content creation, and event facilitation. As the majority of our freelance team members are military spouses and veterans, we wanted to provide this resource free of charge to assist others in making their next move the best move possible.

MOVE TO-DO CHECKLIST

These checklists are broken down into a suggested timeline to help visualize the move process in manageable chunks. As you know your current area, modify the timeline as necessary to make this checklist work for you. Not every step in a preceding checklist needs to be completed before completing items in a future list. Assigning an owner ensures all responsible parties know who will be accountable for each task. Use the notes column to record additional information like phone numbers, account information, and points of contact.

Three Months Before Move Date

Task	Owner	Completion Date	Notes
Identify type of move			Options: DIY, self-pack, partial DIY, full service, etc.
Establish a moving budget			
Schedule packers			
Schedule movers			
Schedule cleaning service			
Book any rental vehicles or carriers needed for move			
Schedule final medical appointments			Ask process for obtaining records
Schedule final veterinarian appointments			Ask process for obtaining records
Take a picture inventory of all rooms in the house			
Determine what items will not be moving and make a plan for them			Separate into sell, donate, or trash
Identify items that will need any special care during move			
Notify old landlord/HOA of move-out date			

Two Months Before Move Date

Task	Owner	Completion Date	Notes
Finalize housing at new location			
Request transcripts from current school			
Determine future school/child care and any enrollment requirements			
Create a written inventory of all high-value items			
Begin assembling vital documents to ensure everything is readily available			
Obtain packing supplies			
Complete small repairs in current house			
Decide on travel arrangements for family members			
Establish a child-care plan for the moving process, including unpacking			
Ensure any outstanding car maintenance is completed			
Arrange for the shipment of extra vehicles			
Notify gyms and sports activities of move date			

Four Weeks Before Move Date

Task	Owner	Completion Date	Notes
Inform current utilities providers of intent to move:			
• Water			
• Power			
• Internet			
• Cable			
• Garbage			
• Security System			
• Additional			
Research and schedule set up of new utilities providers:			
• Water			
• Power			
• Internet			
• Cable			
• Garbage			
• Security System			
• Additional			
Inform insurance providers of move (housing/renters, car)			
Determine new primary care provider and schedule appointments as necessary			
Clean low-usage areas (attic, basement, crawl spaces)			
Plan to use up or dispose of any food/pantry items that cannot be moved			
Schedule haircuts and self-care items that are not likely to happen soon after the move			
Go through OTC and prescription medication, properly disposing of any unwanted/expired medicine			
Make a plan for weighing vehicles (both full and empty) if being reimbursed for personal move			Keep fuel levels in mind when planning

Two Weeks Before Move Date

Task	Owner	Completion Date	Notes
Request change of address/mail forwarding through USPS			
Inform friends and family of address change			
Cancel or adjust any subscription-based services (magazines, alumni groups, meal delivery, automated shipments)			
Do a complete system backup on all computers			
Refill all prescription medication			
Confirm packing and moving dates			
Return all library books			
Ensure all dry cleaning/alterations have been picked up			
Create activity bags/toys to occupy kids during packing, traveling, and unpacking			
Continue cleaning house/schedule house cleaning			

One Week Before Move Date

Task	Owner	Completion Date	Notes
Ensure all vital documents are in an organized, safe location			Use a designated binder, book bag, or lockbox as your dedicated “safe” that will stay with you throughout the move
Make copies (electronic are fine) of all vital documents, IDs, and credit cards, storing them separately from originals			
Pick up all medical records (peds, family practice, OB/GYN, dental, vision, etc.)			
Pick up pet medical records			
Empty power tools and lawn equipment of oil and fuel, as required			
Label items “Do Not Move” as appropriate			Template provided in “Tips & Resources” section
Arrange final move-out requirements (walkthrough, key drop, etc.)			
Pack suitcases that will be traveling with individuals			
Remove wall hangings (pictures, mirrors, window treatments, etc.)			
Return propane tank			Some propane companies give you credit for returning a tank at one location and picking up a new tank at a different location
Finalize what is needed for immediately required utilities at the new location			

Three Days Before Move Date

Task	Owner	Completion Date	Notes
Finalize delivery window			
Inform credit card companies of new address			
Defrost freezer			
Wash all bedding, linens, and curtains to be packed			
Take down and wash all shower curtains			Ensure shower curtains are dry and ready to be packed, otherwise they will be packed "as is"
Disconnect and drain all hoses			
Ensure washing machine is ready for move			
Set aside cleaning supplies to be loaded "last on the truck" (broom, vacuum, etc.)			
Ensure purses, wallet, check books, wall chargers, and this binder are in the "Do Not Move" section			
Place empty, original boxes near items to be packed			
Label doors with sign that reads "Label Box X"			Use location in future house; template provided in "Tips & Resources" section
Stage easy-to-move, high-value items that will be packed in an area that has high visibility to you			Ensure all high-value items are properly inventoried
Ensure high-value items that will be moved personally are discreetly located in the "Do Not Move" area			
Organize "loose items" in drawers, especially in kitchen			Apply Press'n Seal plastic food wrap to drawer organizers or place items in resealable plastic bags

Three Days Before Move Date (continued)

Task	Owner	Completion Date	Notes
Remove light bulbs from lamps			
Stage items together that you will want the first night in the new house as an "Open First" box			Consider what will be traveling with you and what else you will want right away (e.g., towels, bedding, shower curtains, place settings, cutting board, knife, sauté pan, etc.)

Packing Day

Task	Owner	Completion Date	Notes
Walk through all areas of the house with packers, explaining labeling and expectations			Don't forget to walk around outdoor spaces
Declare any high-value items so they can be packed and labeled appropriately			
Request "soft" furniture (couches, mattresses, etc.) be fully covered (boxed/bagged/shrink-wrapped)			This helps keep furniture clean and protected, especially if it will be going into storage
Explain your "Open First" box and ensure it is labeled as such			Use colorful tape or markers to make the box visible upon unloading
As furniture is being disassembled, ensure the items are properly labeled and put in the "Parts" box			Use colorful tape or markers to make the box visible upon unloading; consider taking in your personal car
Crate or board animals			
Be visible, but stay out of the way			
Have spare permanent markers, pens, sticky notes, scissors, and Ziploc bags available			
Ensure all trash cans are emptied and trash bags are labeled or in the "Do Not Move" area			Movers have packed full trash cans before—it happens
Look inside commonly overlooked areas: dishwasher, microwave, oven, warming drawer, etc.			

Move-Out Day

Task	Owner	Completion Date	Notes
Conduct a walkthrough with the driver, checking all nooks and crannies			
Do one final walkthrough before the driver leaves, including outdoor spaces			

Delivery Day

Task	Owner	Completion Date	Notes
Crate or board pets			
Set up child care, if possible			
Label each room using same notations used while packing			
Anything that was disassembled by movers while packing should be reassembled on the other side			
Walk unloaders through the whole house and explain all rooms			
Know where you would like each piece of furniture			
One person will be responsible for checking off all inventory items			
Note any damaged or missing items before signing paperwork			

One Week After Move Date

Task	Owner	Completion Date	Notes
Ensure all insurance is switched to new location			
Ensure all utilities have begun service			
File moving claims as required			

Two Weeks After Move Date

Task	Owner	Completion Date	Notes
Contact previous landlord regarding security deposit status			
Schedule medical appointments (peds, family practice, OB/GYN, dental, vision, etc.)			
Schedule pet vet appointment(s)			
Update driver's license and car registration			
Update voter registration			

MOVE PAPERWORK

TRAVEL PLANS

PACKING LISTS

FAMILY PACKING LIST



- ☐ Safe
- ☐ Important paper documents
- ☐ Checkbook(s)
- ☐ Cleaning supplies
- ☐ Bath towels (Tip: Keep in mind the number of days you will be without your household goods and pack accordingly.)
- ☐ Air mattress
- ☐ Bed sheets
- ☐ Blankets
- ☐ Pillows
- ☐ Toilet paper
- ☐ Basic first aid kit
- ☐ Paper towels
- ☐ Cooler (if needed, dry ice)
- ☐ Uniform/work dress items (Tip: If you report to work near your move date, make sure to have what you need, down to shoes and socks.)
- ☐ Valuables (expensive or nostalgic items that you'll keep with you during the move)
- ☐ Firearms
- ☐ Keys (old house, new house, safe, cars, etc.)
- ☐ Packed suitcases
- ☐ Candles and liquids (Tip: The movers will tell you during pack-up what they will and won't move; candles and liquids are typically among those items.)
- ☐ Sunscreen
- ☐ Computer(s) and cord(s)
- ☐ Printer and paper (if you'll need them immediately)
- ☐ Modem
- ☐ Games for new location (or hotels along the way)
- ☐ Movies
- ☐ Landline phone
- ☐ Cell phone charger(s)
- ☐ Camera
- ☐ Travel itinerary and confirmations (each car should have this)
- ☐ Food/treat bags for each car (water, snack bars, etc.)
- ☐ Travel games/activities for kids
- ☐ Bottle opener/corkscrew
- ☐
- ☐
- ☐

MEN'S SUITCASE PACKING LIST



- ☐ Oral hygiene (toothbrush, toothpaste, floss, mouthwash, etc.)
- ☐ Hair clippers
- ☐ Nail clippers
- ☐ Razor
- ☐ Deodorant
- ☐ Medicine and vitamins
- ☐ Body wash
- ☐ Belt
- ☐ Hat(s)
- ☐ Socks
- ☐ Underwear
- ☐ Shorts
- ☐ T-shirts
- ☐ Pajamas
- ☐ Swim trunks
- ☐ Sandals/flip-flops
- ☐ Jacket
- ☐ Tennis shoes
- ☐ Phone and charger
- ☐ Wallet
- ☐ iPod/iPad and charger
- ☐ Computer and charger
- ☐ Kindle and charger
- ☐ Smartwatch and charger
- ☐ Sunglasses
- ☐ Magazines
- ☐ Leisure books
- ☐ Travel plans
- ☐ Work items
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

WOMEN'S SUITCASE PACKING LIST



- ☐ Oral hygiene (toothbrush, toothpaste, floss, mouthwash, etc.)
- ☐ Razor
- ☐ Deodorant
- ☐ Body wash
- ☐ Hairspray
- ☐ Shampoo and conditioner
- ☐ Face wash and lotion
- ☐ Eye makeup remover
- ☐ Makeup
- ☐ Hair straightener
- ☐ Medicine and vitamins
- ☐ Hat(s)
- ☐ Bras
- ☐ Underwear
- ☐ Feminine hygiene items
- ☐ Shorts/pants
- ☐ T-shirts/shirts
- ☐ Dress
- ☐ Jacket
- ☐ Swimsuit and cover-up
- ☐ Sandals/flip-flops
- ☐ Tennis shoes
- ☐ Dress shoes
- ☐ Socks
- ☐ Pajamas
- ☐ Jewelry
- ☐ Phone and charger
- ☐ Purse
- ☐ iPod/iPad and charger
- ☐ Computer and charger
- ☐ Kindle and charger
- ☐ Smartwatch and charger
- ☐ Sunglasses
- ☐ Magazines
- ☐ Leisure books
- ☐ Travel plans
- ☐ Work items
- ☐



BABY'S SUITCASE PACKING LIST



- ☐ Birth certificate (easily accessible for proof when flying)
- ☐ Diaper bag
- ☐ Bassinet/Pack 'n Play
- ☐ Bassinet/Pack 'n Play sheets
- ☐ Pump and accessories (including battery pack)
- ☐ Bottles and accessories, warmer if necessary
- ☐ Nursing pillow and feeding cover
- ☐ Cooler pack
- ☐ Milk (if transporting frozen milk, dry ice)
- ☐ Formula
- ☐ Burp cloths and drool bibs
- ☐ Feeding bib
- ☐ Diapers (including swimmers)
- ☐ Wipes
- ☐ Diaper cream ointment
- ☐ Lotion
- ☐ Shampoo/soap
- ☐ Sunscreen
- ☐ Towel and wash cloth(s)
- ☐ Brush
- ☐ Pajamas (one for every two days)
- ☐ Swaddle
- ☐ Clothes (two outfits per day)
- ☐ Socks
- ☐ Jacket
- ☐ Stroller
- ☐ Car seat
- ☐ Car seat base
- ☐ Pacifiers
- ☐ Blanket(s)
- ☐ Food and snacks
- ☐ Bowls and spoons
- ☐ Toothbrush and toothpaste
- ☐ Swimsuit (pool toys/floats as required)
- ☐ Hat
- ☐ Laundry stain stick
- ☐ Teething ring
- ☐ Safety items (8-10 outlet covers for hotel rooms, rubber bands to secure drawers, etc.)
- ☐ Sound machine
- ☐ Monitor and camera
- ☐ First aid medication (Tylenol, Benadryl, vitamins, etc.)
- ☐ Bouncy chair and/or tummy time mat
- ☐ Baby carrier
- ☐ Books and toys
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

CHILD'S SUITCASE PACKING LIST



- ☐ Oral hygiene (toothbrush, toothpaste, floss, mouthwash, etc.)
- ☐ Brush/comb
- ☐ First aid medication (Tylenol, Benadryl, vitamins, etc.)
- ☐ Clothing
- ☐ Jackets
- ☐ Socks
- ☐ Underwear/Pull-ups
- ☐ Shoes
- ☐ Swimsuit
- ☐ Sunglasses
- ☐ Sandals/flip-flops
- ☐ Tablet and charger
- ☐ Computer and charger
- ☐ Books
- ☐ Toys
- ☐ Blankets
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PET SUITCASE PACKING LIST



- ☐ Carrier
- ☐ Food for enough days until household goods arrive, plus roughly 20% extra
- ☐ Treats
- ☐ Bowls
- ☐ Crates
- ☐ Leash
- ☐ Medicine
- ☐ Pooper scooper and bags
- ☐ Medical and immunization record
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

HIGH-VALUE ITEMS SHEET

HIGH-VALUE ITEMS SHEET

Consider high-value items anything over \$500. Items that would be difficult to replace can also be specifically listed. If able, highly sentimental items should remain with you during the move.

- 1. Take pictures of each item from multiple angles.
- 2. Note item name (including brand).
- 3. Note serial number (or identifying number).
- 4. Note condition and ensure the pictures reflect that condition.
 - Ensure previous damage is extremely well documented.
 - Include reference items (rulers, quarters, etc.) to show relative size of any documented damage.

Item Name/Brand	Serial Number	Condition
EXAMPLE: SAMSUNG 24" TELEVISION	X45FG678888ZZ	Large scratch on the back top left corner

CLEANING CHECKLIST

CLEANING CHECKLIST

Complete the cleaning checklist prior to pack up. Rooms and areas that are low traffic can be done well in advance of the move date. Make a plan to break the task of cleaning the whole house in to manageable chunks. Decide if you want to do one room at a time or one task at a time (e.g., clean all wall surfaces as one task or clean all items in one room before moving to the next room). This checklist can also be used upon moving in to the new location.

- ☐ Dust everything, including ceiling fans, working from top to bottom
- ☐ Clean kitchen appliances, inside and out:
 - Prior to cleaning out the fridge, plan to use up as much food as possible (Tip: Consider donating open condiments, staples, etc. to a friend or neighbor)
 - Plan on three days for the freezer to defrost fully
 - Decide when the final load of the dishwasher will be (Tip: Clean dishwasher afterward and post a sign reminding family members to not put anything in it)
- ☐ Wipe the inside and outside of all cabinets and drawers
- ☐ Clean sinks and countertops in kitchen and bathrooms
- ☐ Scrub toilets
- ☐ Clean showers and bathtubs
- ☐ Wipe mirrors
- ☐ Decide when final laundry will be completed and plan accordingly
- ☐ Wipe down walls, removing and/or fixing as many marks as possible
- ☐ Wipe down baseboards
- ☐ Sweep, vacuum, and mop floors, as appropriate
- ☐ Vacuum or wash all rugs
- ☐ Dispose of old air fresheners and make a plan for moving candles
- ☐ Empty and clean the inside of trash cans; curbside trash cans may need cleaned per your garbage collection agreement
- ☐ Donate, plant, or prepare to transfer any potted plants (Tip: Rubber totes make transferring potted plants easier)
- ☐ Clean aquariums and plan for transporting or donating fish

TIPS & RESOURCES

TIPS

- Keep all travel paperwork and receipts for reimbursement (if allowed).
- Pack-up is easier than unpacking—plan child care accordingly.
- Donate items you can't move (candles, liquids, etc.) to a local shelter.
- Consider taking batteries out of items that may get switched on during the move.
- Furniture hardware can be removed before the packers arrive and placed in a plastic bag; attach the bag (tape/shrink wrap) to the furniture or inside a drawer.
- To keep fresh and organized, place towels, sheets, and folded clothing in garbage bags (use scented bags or add a dryer sheet, if desired)—label the garbage bag!
- Don't overfill bags as packers will have to force them in boxes.
- Upside down garbage bags can also be used to organize and protect hanging clothes.
- Take pictures of the connection side of electronics so you know how to reconnect everything on the backside of the move.
- Make one location in your house the "Do Not Move" area, which is where all your personal packing list items should go.
- Ensure that the moving company places path protectors in their tracks (i.e., make sure that as furniture is being taken out, it travels a set, protected path)
- Make sure that as rooms are being packed they are being labeled for the future room they will be delivered to (e.g., if you have games in your pantry, but you want them in the basement, label it as such and tell the pack-up crew the accurate location).
- Walk the house regularly during pack-up.
- If you are staying in the house as it is being packed up, ask the move crew for an additional box you can throw your sheets into on the morning of the move.
- Consider buying food and drinks for the pack-up and move crew. Items like bagels in the morning or pizza for lunch are a nice gesture. Water and power drinks are greatly appreciated during the day.
- If you are the only adult home for packing or delivery, make sure you also have access to food and drinks as you will not be able to leave.
- If traveling with animals, place bed sheets over the seats of the car.
- When you unpack, we highly recommend taking one room at a time to organize. We tend to do one room a night upon arrival and usually manage to have our house fully organized in two weeks.
- Keep in mind that as you unpack, you are at a greater risk for theft. People will be well aware that you have moved in and will be able to easily see your boxes on the curb.
- If you don't want to worry about disposing of moving boxes, have the movers take the boxes with them. (Some companies will come back and pick up boxes at a later date.)

CHANGE OF ADDRESS LETTERS

BEFORE MOVE LETTER

Hello,

I am a current subscriber to **INSERT MAGAZINE** and will be moving in **INSERT MONTH** on the **INSERT DATE**.

My current address is
INSERT FULL OLD ADDRESS

My new address will be
INSERT FULL NEW ADDRESS

Please change my mailing address accordingly.

Thank you so much,

INSERT NAME
INSERT EMAIL
INSERT PHONE NUMBER

AFTER MOVE LETTER

Hello,

I am a current subscriber to **INSERT MAGAZINE** and moved in **INSERT MONTH**.

My current address in your files is
INSERT FULL OLD ADDRESS

My new address is
INSERT FULL NEW ADDRESS

Please change my mailing address accordingly.

Thank you so much,

INSERT NAME
INSERT EMAIL
INSERT PHONE NUMBER

“DO NOT MOVE” TEXT

Print multiples of the following “Do Not Move” text. Place on all items that are not to be moved.

Create a “Do Not Move Area.” Using painters tape on the floor, physically cordon off an area that is the “Do Not Move Area.” Use plenty of labels on and around this area! Ensure the packers and driver are well aware of this area during the walkthrough. Balance the location of this area so it is out of the way, but has enough visibility for you to keep an eye on valuables and important documents that will be stashed there.

“LABEL BOX ____” TEXT

Print multiples of the “Label Box ____” text. Fill in the appropriate room or area so that the box is labeled for its future location.

For example, if you have games in your pantry, but you want them in the basement, fill in the blank with “Basement” so it reads “Label Box Basement.” Post the sign near the games and add a note saying this applies to the games. Explain your labeling during your walkthrough. In our example, it is also recommended to print off another sign with the blank being “Pantry” so it reads “Label Box Pantry.” Place this sign near the pantry with a note specifying all other items, aside from the games, should be labeled “Pantry.”

For the most part, organize your things so there aren't items in the same area going to multiple locations. One sign on the door of the room, with its future location labeled, will make for happier packers.

**DO NOT
MOVE**

**DO NOT
MOVE**

**DO NOT
MOVE**

LABEL BOX

TAB TEMPLATE

The following template is premade and compatible with Avery “8 Big Tab” insertable tabs.

To verify compatibility, these are the following compatible product ID numbers:

07709, 07713, 07721, 11111, 11112, 11115, 11123, 11124, 11179, 11192, 11222, 11223, 11228, 11401, 11901, 11907, 11983, 11989, 23284, 23285, 71111, 71901, 71907, 81311



Introduction	Introduction
Move To-Do Checklist	Move To-Do Checklist
Move Paperwork	Move Paperwork
Travel Plans	Travel Plans
Packing Lists	Packing Lists
High-Value Items Sheet	High-Value Items Sheet
Cleaning Checklists	Cleaning Checklists
Tips & Resources	Tips & Resources