

MILITARY MOVE CHECKLIST



GOVERNMENT BILL OF LADING NUMBER: _____

This moving checklist gives you the most important steps in your move. Don't worry if you're starting less than eight weeks before your move date. You can customize this list according to your own timeline and add steps or leave out ones that don't apply.



8 WEEKS BEFORE YOUR MOVE:

- Do a complete home inventory: what stays and what goes?
- Start a move out checklist of repairs, replacements and cleanup required by buyers or inspectors
- Take a farewell family picture of your house before the move
- Make an inventory of possessions and valuable items (take pictures or videos). Get appraisals for antiques or collections.
- Organize personal records like birth certificates, insurance papers or warranties in your moving binder
- Make a list of whom to notify of your move and forwarding address
- Obtain any necessary records or find out how to forward them later
- Make sure to remove all furniture stickers from previous moves
- If needed, start looking into child care options at your destination
- If you have school-age children, check school schedules and enrollment requirements at your new location

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6 WEEKS BEFORE YOUR MOVE:

- Clean out your attic, crawl space, or similar storage area
- Set aside items you wish to sell for posting to an online marketplace, or a garage sale
- Donate designated items to charity
- Label all audio, video and computer cables and take pictures for easy reassembly
- Obtain copies of school and medical records
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4 WEEKS BEFORE YOUR MOVE:

- File your change of address with the U.S. Postal Service
- Make arrangements for transporting plants and pets
- Contact utility providers and insurance companies
- Collect items you've lent to friends and family
- Record serial numbers of electronics and other important equipment
- If you are an active service member making use of military weight allowances, separate your professional books, papers and equipment (PBP&E). These items will be listed separately on your shipping inventory

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1 WEEK BEFORE YOUR MOVE:

- Settle all outstanding accounts with local businesses
- Set aside items you're taking with you. We recommend designating a small room such as a bathroom or closet space for these items
- Collect items you've hidden, like spare house or car keys
- Get medications refilled
- Ensure Suddath has the correct contact information, and your preferred method of communication on move day
- Sweep, mop, wipe-down and clean your current home as necessary
- Remove wall accessories such as drapery rods, small appliances, food and utensil racks
- Pull out all items from beneath stairways, attics or any other area that does not allow full standing room
- Drain water from garden hoses, and oil and gas from lawn mowers and gas operated tools. Disconnect spark plugs.
- Dispose of flammables such as fireworks, cleaning fluids, matches, chemistry sets, aerosol cans, ammunition, paint and thinners.
- Refillable tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable tanks. Note: Some carriers and the military do not permit shipment of any propane tanks
- Separate remainder of items that will not be packed, including suitcases

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1 WEEK BEFORE YOUR MOVE (CONT):

- Clean refrigerator and freezer and dry for 1-2 days with doors open to avoid musty odors and mold. Place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator
- Discard partly-used cans/containers of substances that may leak. Carefully tape and place in individual waterproof bags any jars of liquid you plan to take with you
- Disconnect gas and electrical appliances. Moving companies are NOT required to perform disconnects or reconnections
- Remove hanging objects scheduled for shipping from the walls, ceilings, and cabinet. This includes curtain rods, kitchenware (kitchen utensil, food racks), mirrors, and pictures
- Remove outside TV antennas and disconnect satellite dishes
- Remove air conditioners from windows
- Drain water from hot tubs and waterbeds
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MOVING DAY

- Be ready for movers to arrive early, and have someone available to direct movers and answer questions
- Do not have dirty dishes in the kitchen, or dirty clothes in hampers. Take all trash out of the house
- Get pets under control before movers arrive. If necessary, ask a neighbor to keep them for you if you haven't made boarding arrangements
- Let packers know if any closets or rooms are off-limits, or contain items they shouldn't pack
- Make sure the packers are aware of any military weight allowance items (PBP&E) as the weight of your professional items will not be counted into your weight allowance
- Secure your cash, jewelry, important documents, checkbook and other valuable items, and carry them yourself
- Check the entire house before releasing the packers, to make sure nothing has been left behind
- Leave garage door openers and keys for the next owner
- Be sure to obtain a copy of the government bill of lading (GBL), the DD-619 (if CONUS), and the Household Goods Inventory from the packers before they leave the residence
- Insure the inventory is accurate and complete. Keep a copy with other important records you are hand-carrying in your moving binder

