

# MOVING CHECKLIST FOR MILITARY FAMILIES



Getting orders for an overseas Permanent Change of Station (PCS) can be both exciting and overwhelming for a military family. Use this checklist to sort out all the details and logistics for the big move.

Military.com (<https://www.military.com/pcs/pcs-checklists.html>) & Extra Space Storage Blog (<https://www.extraspace.com/blog/life-transitions/military/overseas-pcs/>)

## THREE MONTHS BEFORE MOVE:

- ☐ If you are an active service member, make an appointment for a counseling session at your base transportation office.
- ☐ Decide whether you want to make a personally procured move (ppm) or have the government handle everything for you.
- ☐ Start saving for non-reimbursable moving expenses.
- ☐ Discuss the moving process with your children to overcome their fear of relocation.
- ☐ Start planning for special moving needs if you have an infant.
- ☐ Notify your landlord you will be moving, but do not give them an exact date yet.
- ☐ Begin making shipping arrangements for your vehicle(s) if necessary. If you are using your base transportation office, schedule a counseling session.
- ☐ Start keeping track of tax-deductible moving expenses (e.g., househunting).
- ☐ Make an inventory of possessions and valuable items (take pictures or video). Get appraisals for antiques or collections.
- ☐ Start organizing personal records like birth certificates, insurance papers, and warranties.
- ☐ Make a list of whom to notify concerning your move and forwarding address.
- ☐ Arrange for a letter of transfer from local churches and clubs, including scouts or other national organizations.
- ☐ Take care of necessary medical, optical, or dental appointments.
- ☐ Obtain your medical records or find out how to forward them later.
- ☐ Have a power of attorney or letter of authorization drawn up for unforeseen circumstances.
- ☐ Go through closets and drawers to sort through clothes and other items to give away or sell.
- ☐ Consider shipping timeframes when placing online orders.

## TWO MONTHS BEFORE MOVE:

- ☐ Begin sorting out and donating items you don't need. Keep receipts for tax purposes.
- ☐ Hold a garage sale or sell items of value online.
- ☐ If you're buying a new home at the new location, arrange financing, and set tentative closing dates.
- ☐ If your family members have jobs, give the required notice of termination, get referral letters, update resumes, and have employers forward tax-holding forms.
- ☐ If you require child care at your new location, start looking into options.
- ☐ If you have school-age children, check school schedules and enrollment requirements at your new location.
- ☐ If you plan to vacation en route to your new location, make all your reservations as soon as possible.
- ☐ Take care of necessary vehicle maintenance.
- ☐ Verify valid proof of insurance for your vehicles.
- ☐ Contact your insurance company about protection for vehicles, home and household storage, and high-value items.
- ☐ If you are using your base transportation office, let them know if you plan to ship your vehicle and provide the estimated shipping weight.

- ☐ Ensure all pet vaccinations and immunizations are up to date.
- ☐ Close any local store credit accounts.
- ☐ If necessary, open a bank account and a safe deposit box at your new location.
- ☐ Visit your military base finance center, or seek a private financial advisor for your financial needs
- ☐ Check expiration dates on major credit cards you plan to use during travel.
- ☐ Contact the department of motor vehicles at your new location for information on a new driver's license and registration.

### ONE MONTH BEFORE MOVE:

- ☐ Schedule pickup and delivery dates with your mover, and arrange for self storage if needed.
- ☐ Verify your move-in schedule with real estate agents and landlords; arrange for temporary housing if needed.
- ☐ If you haven't found a new residence, obtain a post office box or forwarding address for your mail.
- ☐ If you are on active duty, check with travel and transportation allowances to see if you are entitled to advanced pay or other benefits.
- ☐ Pick up your children's school records or arrange to send the documents to their new school.
- ☐ Ensure that all health, life, home, and auto insurance is up to date, and inform these companies of your new address.
- ☐ Return library books and other borrowed items.
- ☐ Record serial numbers of electronic and other important equipment.
- ☐ Fill out an IRS change of address form (available on [www.irs.gov](http://www.irs.gov)).

### THREE WEEKS BEFORE MOVE:

- ☐ If you are an active duty service member, contact your military pay office to recertify basic allowance for quarters (BAQ) and have sign-off on your PCS.
- ☐ Reconfirm packing, pickup, and delivery dates with the movers.
- ☐ If you have a military ID card, check the expiration date, and update it if necessary.
- ☐ Notify your credit card companies of your new or temporary address.
- ☐ Settle all outstanding bills if possible.
- ☐ Cancel all local deliveries and services, such as newspapers and mail-order services.
- ☐ Retrieve all items you have loaned out.
- ☐ Confirm your change of address with the U.S. postal service.
- ☐ Plan menus from what you have remaining in the freezer and pantry.
- ☐ If you are using the personal property shipping office (PPSO), reconfirm moving dates.
- ☐ Have drapes and carpets cleaned.
- ☐ Clean out the attic, crawl space, or similar storage area within the residence.
- ☐ Renew and pick up any necessary prescriptions, and obtain prescription slips if you need refills on the road.
- ☐ Pack medicines and other liquids in leakproof containers.
- ☐ If you are an active service member using military weight allowances, separate your professional books, papers, and equipment (PBP&E). These items will be weighed and listed separately on your shipping inventory. Label items accordingly.

### ONE WEEK BEFORE MOVE:

- ☐ Buy ziplock bags for sets of small items such as silverware or components of furniture that need to be broken down (e.g., screws and bolts).
- ☐ Make copies of any important documents before mailing or hand-carrying them to your new address.
- ☐ Drain oil and gas from lawnmowers and other gas-operated tools.
- ☐ Dispose of flammables such as fireworks, cleaning fluids, aerosol cans, and ammunition.

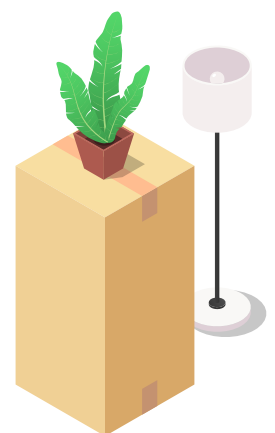
- ☐ Discard propane tanks. Some movers and the military may not permit the shipment of propane tanks.
- ☐ Pack electronic components, such as stereos and TVs.
- ☐ If you pre-pack some items in their original boxes, leave the boxes opened to be inspected by the movers.
- ☐ Give a close friend or relative your travel route and schedule so they can reach you if needed.
- ☐ Set aside cleaning materials to be used after packing and loading.
- ☐ Research USDA and state laws to ensure you remain in compliance during your move.

## FINAL DAYS BEFORE MOVE:

- ☐ Separate items that will not be packed, including suitcases.
- ☐ Keep a household inventory list on hand, and carry it with you.
- ☐ Make a complete inventory of all the boxes you will move to your new location; you will need to check this later after you move in.
- ☐ Label boxes to correspond with rooms in your new home where you want the boxes to go.
- ☐ Secure your cash, jewelry, essential documents, your checkbook, and other valuable items, and carry them yourself.
- ☐ If you are renting a truck or other vehicle for your move, check it over to ensure everything is running properly.
- ☐ Accurately note the condition of belongings. If anything is marked "damaged," note the location of the problem.
- ☐ Clean your refrigerator and freezer, and allow to dry for 24-48 hours with doors open to avoid odor.
- ☐ Discard partly-used cans and containers of substances that may leak. Carefully seal any jars of liquid you plan to take with you.
- ☐ Disconnect gas and electrical appliances; most moving companies are not required to perform disconnections and reconnections.
- ☐ Remove secured and hanging objects from the walls, ceilings, and cabinets.
- ☐ Remove outside TV antennas, and disconnect satellite dishes.
- ☐ Remove air conditioners from windows.
- ☐ Switch utility services to your new address.

## CHECK LIST MOVING DAY:

- ☐ Get up early and be ready for movers to arrive.
- ☐ Take care of dirty dishes in the kitchen, dirty clothes in hampers or around the house, and empty all trash bins.
- ☐ Have coffee, cold drinks, and snacks for yourself (and the movers if you wish).
- ☐ Be sure that you or someone assisting in your move is at home at all times.
- ☐ Make sure all valuables are secure.
- ☐ Make arrangements to board or have pets watched by a neighbor if necessary.
- ☐ Double-check closets, drawers, shelves, the attic and basement, and the garage to be sure nothing is left behind.
- ☐ Have a marker handy to make notes on boxes.
- ☐ If you are hand-carrying some boxes with you, be sure to label them accordingly.
- ☐ Pack a box of "essentials" that you'll need on move-in day (e.g., tools, paper products, cleaning supplies, emergency kits, etc.)
- ☐ Verify that the mover's inventory is complete and accurate.
- ☐ Watch loading and unloading, and examine items carefully before signing a receipt.
- ☐ If the military is handling your move, obtain a copy of the GBL, the dd-619 (if CONUS), and the household goods inventory from the movers before they leave the residence.
- ☐ Check the entire house before releasing the movers to make sure nothing is left behind.
- ☐ Leave all the old keys needed by the new tenant or owner with your realtor or a neighbor.



## CHECK LIST AFTER MOVING DAY:

- ☐ Contact the transportation office at your new duty station and provide them with a phone number where they can reach you.
- ☐ Arrange for phone, gas, and electricity to be connected. Check the pilot lights on stoves, water heaters, and the furnace.
- ☐ If you are moving to a new state, register your car and get a new driver's license as soon as possible.
- ☐ Register your children in school.
- ☐ Connect with medical services in your new location, such as doctors, dentists, etc.
- ☐ Before the movers arrive, clean the hard-to-reach places in your new residence.
- ☐ When the movers arrive, review your inventory list.
- ☐ Know in advance where to place each piece of furniture.
- ☐ At the time of delivery, you are entitled to the reassembly of all unassembled items by the carrier.
- ☐ If you discover that you are missing some items or items were damaged in transit, you must list these items on your dd-1840 form.
- ☐ Any additional loss or damage discovered after the movers have completed delivery should be noted on the dd-1840r.

## HELPFUL LINKS:

<https://www.extraspace.com/blog/life-transitions/military/moving-packing-tips-for-military-families/>

<https://www.extraspace.com/blog/life-transitions/military/moving-tips-from-military-wives/>

