

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 six 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.

6 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
- Make an inventory of possessions and valuable items (take pictures or videos). Get appraisals for antiques or collections.
**Note: the government does not pay for appraisals, but they are highly recommended in the event of loss or damage. To learn more, [click here and reference 'Valuable Tips' section.](#)*
- Organize personal records like birth certificates, insurance papers or warranties in your moving binder
- Obtain copies of school and medical records
- 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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- 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.
Plants are not allowed to be shipped in household goods or baggage shipments
- Contact utility providers and insurance companies
- Collect items you've lent to friends and family
- Record serial numbers of electronics and other important equipment
- Clean out your attic, crawl space or similar storage area.
Note: Crews are not required to go into an area that is not accessible by a permanent stairway, adequately lighted, does not have a permanent floor or does not allow them to stand upright
- Make a list of whom to notify of your move and forwarding address
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2 WEEKS BEFORE YOUR MOVE:

- Confirm your change of address with the US Postal Service
- Confirm packing, pick-up and delivery dates through the Suddath tracking website
- Sketch a layout of your new home to show movers (or yourself) where to place heavy items and rugs, so you won't have to rearrange them later
- Declutter your current living space or quarters
- 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
- Review "Relocation Resources from your TSP" email.
Note: this email provides you with information on how to track your shipment how to contact us, as well as other helpful resources for moving day
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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 area such as a bathroom, closet space or car 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, mirrors, pictures, small appliances, food and utensil racks
- 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.
- 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

- Designate someone to be present during packing and loading. You or an authorized releasing agent (18 years or older) must be present during the full duration of services.
- Do not have dirty dishes in the kitchen, or dirty clothes in hampers. Take all trash out of the house
- Ensure pets are safe and secure 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. Put a sign on the door as a reminder
- 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
- Ensure the inventory is accurate and complete. Keep a copy with other important records you are hand-carrying in your moving binder. Do not sign anything until you read, understand and agree with it

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DELIVERY DAY

- Pre-determine where you want furniture placed. Crews are authorized to do a one-time furniture placement and will not relocate items afterwards
- Advise your TSP if requesting a full/partial unpack and debris removal. If you wave the debris removal on delivery day, the crews will not be authorized to return a different day
- Be available between 8 a.m. - 5 p.m. If you're not available, please designate an authorized receiving agent (18 years or older) to be available for the duration of delivery
- Check off items on the inventory as they are received into your home
- Sign off on delivery paperwork upon completion. Make sure to list any damaged or missing on 1850. Do not sign anything until you read, understand and agree with it.
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