Free Printable Moving Checklist (PDF & CSV)

Household: _____ Review date: _____

Move date: _____ · Adapt this suggested timeline to your agreements. Keep passwords and access codes off shared copies.

When / 時程	Task / 工作	Owner / 負責人	Contact / account / 聯絡 / 帳戶	Complete / 完成
6–8 weeks	Confirm move date, key collection and handover			☐
6–8 weeks	Check notice requirements and building access			☐
6–8 weeks	Confirm transport, scope and arrival contacts			☐
6–8 weeks	Start room inventory and label boxes			☐
2–4 weeks	Confirm utility and internet stop/start dates			☐
2–4 weeks	Arrange relevant address changes			☐
2–4 weeks	Pack nonessentials; separate important documents			☐
2–4 weeks	Arrange care for pets or children if needed			☐
Final week	Reconfirm access, arrival times and keys			☐
Final week	Pack medicines, chargers and first-night supplies			☐
Final week	Label equipment parts and photograph connections			☐
Final week	Export backup and keep a separate copy			☐
Moving day	Photograph condition; note applicable meter readings			☐
Moving day	Check cupboards and count boxes			☐
Moving day	Record returned keys and handover confirmation			☐
First week	Confirm services and check arriving items			☐
First week	Save appliance records and update contacts			☐
First week	Check final bills and export updated backup			☐

When / 時程	Task / 工作	Owner / 負責人	Contact / account / 聯絡 / 帳戶	Complete / 完成