



Fridrich & Clark Relocation Services

Moving to Nashville Checklist



Six to Eight Weeks Prior to Moving:

- Create a “Moving File” to keep track of all receipts, moving details, and important information in one place.
- Choose a mover! Get estimates from two or three moving companies. Ask about their insurance coverage. After making your selection, firmly schedule your moving date.
- Get rid of clutter. Clean out closets, garage, cabinets, etc. You do NOT want to pay to move items you don’t want to keep.
- Consider furniture placement – label furniture according to which room it will go to in your new home.

Collect all important documents and records, including:

- Motor vehicle registrations and titles
- Medical, dental and prescription records
- Children’s school records
- Veterinarian records
- Insurance records
- Wills and other legal/financial records

Make a list of those to notify about your move:

- Relatives, friends, professional associates, subscriptions
- Religious organizations, doctors, dentists, health clubs, community organizations, schools, volunteer groups
- Contact your homeowner’s insurance agent to find out whether your items in transit will have any protection.
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Five Weeks Prior:

- Get boxes and packing supplies for things you will pack yourself. Pack out-of-season items and things you don’t use often. THOROUGHLY label contents of any boxes you pack.
- Host a moving sale or donate items you don’t need.
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Four Weeks Prior:

- Start to pack out-of-season items and things you don’t use often. THOROUGHLY label contents of any boxes you pack.
- Notify monthly services such as mowers, landscaping, and trash service of your move
- Contact insurance companies (auto, homeowner’s, medical and life) to arrange for coverage in your new home area.
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Three Weeks Prior:

- Arrange to disconnect/connect all services (gas, electric, water, telephone, cable TV, recycling, newspapers & trash service) at your old and new addresses.
- Submit change of address cards to the Post Office or online at USPS.com.
- If necessary, have your car serviced and ready for your move or finalize other travel arrangements.
- Make child and pet care arrangements for moving day.
- Start packing in earnest and label all boxes.
- Box items together that will be unpacked in the same room.
- Label boxes with essential items “Open First”.
- _____

Two Weeks Prior:

- Confirm all arrangements with your moving company.
- Transfer or change address on all bank accounts.
- Get cash for moving week, including gratuity for movers.
- Plan meals for your last week. Start emptying the refrigerator and avoid using appliances that have been packed.
- Prepare a folder of important information, such as product manuals for the new owners.
- Schedule a cleaning service for the day of your move.
- Drain oil and gas from power equipment that will be moved. Dispose of anything flammable.
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One Week Prior:

- Check over your “Moving Checklist” to be sure you haven’t overlooked anything.
- Pack suitcases, valuables, important documents– things that will travel with you– designate a place to keep these items together. This should include a “Trip Kit” for moving day
- Pack and label a box for the “first night” in your new home including bath/bed linens, cleaning supplies personal items.
- Confirm connection date for all utilities at your new home.
- Prepare a sheet to give your movers on moving day with your new address, exact directions, phone numbers where you can be reached, and an emergency contact.
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Move Out Day:

- Make sure that someone is at home to meet the movers.
- Each piece of furniture/box will be labeled and numbered. You will be given an inventory to sign. Make sure this list is accurate and includes condition of your goods at the time of loading. You should keep this with you during the move.
- Do a final walk-through to double check closets, cabinets, shelves, attic, basement, garage, and yard equipment.
- Be sure you have a contact cell number for the mover.
- Turn off lights and water. Lock all doors and windows.
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Move In Day:

- Be present when the mover arrives to supervise unloading.
- You need one person to check off inventory as items are unloaded and a 2nd person to direct where to place items.
- Check appliances and utilities at your new home.
- Unless you have paid by credit card, you will need payment on hand in cash or cashier’s check. Don’t forget the gratuity!
- _____



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After Your Move:

- Unpack your favorite things right away to create a sense of “home.”
- Give yourself a deadline to unpack and organize—2 to 3 weeks is reasonable. You will be glad you did!
- Retain your “Move File” in a safe place.
- Update state registrations such as new license, car registration and voter registration.
- Create an emergency contact list—police, fire department, neighbors.
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- _____

Important Phone Numbers - Davidson County

Nashville Electric Service.....615.736.6900	Nashville Police Non-Emergency.....615-862-8600
Piedmont Gas.....615.734.0665	Nashville Fire Department.....615.862.5421
Comcast Cable.....615.244.5900	Tennessee Highway Patrol.....615.382.2427
Metro Water Service.....615.862.4600	Nashville Metro Government.....615.862.5000
AT&T.....800.222.0300	All Emergencies.....911
The Tennessean.....615.259.8000	

Moving Contact Numbers & Notes

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