

# MOVING TIPS



The key to a successful move is to **plan well ahead**. Once you've identified your move date, use this checklist to help make your move as smooth as possible.

## 8 WEEKS BEFORE THE MOVE

- If moving yourself, get estimates for a moving truck and make a reservation.
- If using a moving company, hire one with good references. It should be licensed/bonded and have workers' compensation insurance. Ask about discounts, get estimates in writing and make a reservation. If using movers to pack, schedule at least two days before the move.
- Create a file for receipts and important information needed during the move.

## 7 WEEKS BEFORE THE MOVE

- Gather copies of legal, medical, dental, financial and pet immunization records for your move file.
- Arrange to transfer school and veterinarian records.
- Contact health clubs and organizations to cancel or transfer memberships.

## 6 WEEKS BEFORE THE MOVE

- Begin purging your home. Decide what to keep, discard, sell or donate.
- Plan a garage sale.
- Use up household products you don't want to move.

## 5 WEEKS BEFORE THE MOVE

- Arrange for storage, if needed.
- Submit a "Change of Address" form to the post office.
- Arrange for necessary repairs to your current home.

## 4 WEEKS BEFORE THE MOVE

- Host a garage sale and donate unsold items.
- If moving yourself, determine how many boxes you will need.
- Arrange to cancel, transfer or initiate utility services.

## 3 WEEKS BEFORE THE MOVE

- Gather moving supplies:
  - \_\_\_ Boxes
  - \_\_\_ Labels
  - \_\_\_ Packing tape
  - \_\_\_ Scissors
  - \_\_\_ Bubble wrap
  - \_\_\_ Newspaper
  - \_\_\_ Nylon string and rope
  - \_\_\_ Styrofoam peanuts
  - \_\_\_ Furniture pads
  - \_\_\_ Utility knife
- Pack items that won't be used prior to the move. Clearly label each box with its contents and the room for which it is destined.
- Make hotel reservations and travel arrangements for pets, if needed.



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## 2 WEEKS BEFORE THE MOVE

- Transfer bank accounts to new branches, and cancel payment arrangements on accounts you're closing.
- Cancel or transfer delivery services and subscriptions.
- Notify legal, medical, dental, financial, insurance and home maintenance professionals; schools; and government offices (tax assessor, state vehicle registration, Social Security, IRS and VA) of your move.
- Give friends and family your new address.
- Confirm parking for your moving truck or container. Obtain permits, if needed.

## 1 WEEK BEFORE THE MOVE

- Arrange for a sitter to care for your children while you are packing or moving, if needed.
- Fill prescriptions you will need during the move, and transfer maintenance medications to a pharmacy near your new home.
- Add copies of your driver's license, vehicle registration and insurance to your move file.

## 2 DAYS BEFORE THE MOVE

- Have payment ready for the moving truck or company.
- Set aside items that should travel with you: valuables, changes of clothes and your move file.
- Pack your shipment. Load goods in a pre-designated order, saving "last load" items for the rear of the shipment.
- Empty and defrost your refrigerator.

## MOVING DAY

- If moving yourself, pick up the truck as early as possible.
- If using a moving company, read the conditions before signing the "Mover Agreement," and add it and your bill of lading to your move file. Supervise movers and give them a contact number to reach you.
- Create a list of every item loaded onto the truck.
- Conduct a final walk-through of every room, including closets, attic and garage, to make sure nothing is left behind. Turn off the water and all appliances.
- Leave future tenants a note with your new address so they can forward stray mail.
- Lock all windows and doors.

## DELIVERY DAY

- Make sure utilities are connected and appliances work before moving in.
- Gather essential first-day items:
  - \_\_\_ Cleaning supplies
  - \_\_\_ Snacks and drinks
  - \_\_\_ Toilet paper
  - \_\_\_ Paper plates and plastic-ware
  - \_\_\_ Scissors
  - \_\_\_ Cups and mugs
  - \_\_\_ Masking tape
  - \_\_\_ Writing utensils and paper
  - \_\_\_ Trash bags
  - \_\_\_ Basic toiletries
- Clean your new home.
- Refer to your list to check off items as they come off the truck.
- Install new locks.
- Unpack and enjoy your new home!

