

MOVE PLANNER

It's really never too soon to begin planning for a move, and even veteran movers have found that a comprehensive timetable and checklist is the best strategy to ensure a smooth relocation. It's also a great way to involve the entire family in the move and to spread some of the responsibilities to each person, including your children.

You'll feel a sense of accomplishment as items are checked off. Moreover, as the weeks roll by, your checklist will help ensure that nothing has been overlooked or omitted from your planning, and that alone will go a long way toward relieving some of your anxiety.

Avoid moving in peak periods of the moving industry, if at all possible: the first and last few days of the month especially in the summertime (May through August) – that is the time when everybody wants to move.

EIGHT WEEKS BEFORE YOU MOVE

- Obtain a floor plan of your new residence and decide what household items you want to keep.
 - Begin an inventory of all household goods and decide what to move and what not to move.
 - Establish a file for all moving papers and receipts.
 - Arrange to transfer child(ren)'s school records.
 - Contact the IRS (www.irs.gov) for information on what moving expenses may be tax-deductible.
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SIX WEEKS BEFORE YOU MOVE

- Begin search for good health-care professionals in your new location.
 - Fill out post-office change of address cards (www.usps.gov).
 - Send your new address to anyone that might need it -- insurance agents, credit card companies, magazine subscriptions, friends, relatives, etc.
 - Clean out closets and dispose of all items that you will not be taking with you.
 - Hold a moving/garage sale or donate items to charities (www.charity.org).
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FOUR WEEKS BEFORE YOU MOVE

- If you pack your own boxes purchase cartons, tape, and other packing material from you local moving company.
- If your mover is doing the packing, arrange for it to be done one or two days before loading begins.
- Send furniture, drapes and carpets for repair or cleaning as needed.
- Begin to use up overstocks of staple foods.
- Gather valuable personal papers that you may need at your destination location, including medical and dental records, school records, birth certificates, vehicle registration and title, etc.
- Make travel plans and arrange any motel, airline, or other reservations.
- Arrange with previous employer to forward tax withholding forms to new address.



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THREE WEEKS BEFORE YOU MOVE

- Arrange to have utilities disconnected in your present home and connected at your new home and inform everybody about the change of address:
 - Electricity
 - Gas service
 - Water service
 - Garbage collection
 - Telephone service
 - Post Office
 - Friend and family
 - Insurance companies
 - Lawn service
 - Pool service
 - Drinking water delivery
 - Oil or fuel delivery
 - Newspaper/magazine subscription
 - Credit Cards
 - Social Security Office
 - Bank and investment accounts
- Prepare car registration and insurance records for transfer.
- Notify State Motor Vehicle Bureau of your new address.
- Arrange for child care on moving day.

TWO WEEKS BEFORE YOU MOVE

- Arrange to move pets.
- Check with mover about moving house plants (some movers will not move plants).
- Dispose of all items too dangerous to move, including flammable liquids.
- If necessary, have your automobile serviced and ready for the trip.

ONE WEEK BEFORE YOU MOVE

- Have enough medication to last at least two weeks. Have prescriptions forwarded to a pharmacy at your new destination.
- Make arrangements to pay for your move.
- Withdraw items and close safety deposit boxes.
- Drain water from garden hoses, fuel and oil from lawn movers and other power equipment.
- Clean small and large appliances that will be moved.

TWO DAYS BEFORE YOU MOVE

- Have movers pack your goods (unless doing it yourself).
- Defrost and dry refrigerators and freezers to be moved. Have them disconnected (your moving consultant will be able to arrange this for you).
- Set aside valuable items to carry with you including jewelry, vital documents, money and valuable small items.
- Set aside items that you need on move-in day (cleaner items, rags, towels, soap, toilet paper etc.) and have these items packed by the crew and labeled accordingly. Make sure that it will be loaded last so it will be first off the truck.



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MOVING DAY

- Be on hand to answer questions and give directions to movers and stay until they are finished.
 - Participate with driver in the inventory writing process.
 - Complete information on bill of lading and carefully read the document before you sign it.
 - Make sure you have your copies of the bill of lading and inventory.
 - Keep the bill of lading until your possessions are delivered, the charges are paid, and any claims are settled.
 - Before the van leaves, take one final look through the house with the crew chief or driver to make certain nothing has been left behind.
 - Give the driver directions to your new home.
 - Notify the driver and the moving company where you can be reached during the move.
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DELIVERY DAY

- Be on hand to answer any questions and give directions.
- You must pay the driver before your goods can be unloaded, unless credit arrangements have been made. This is a Federal requirement for interstate moves.
- Supervise unloading and unpacking and check off each item as it is being unloaded off the truck.
- Note on the inventory any damaged boxes or obvious damage to unboxed items before you sign anything.
- Check carefully for any damaged or missing items.



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