

MOVING CHECKLIST

- 1 MONTH BEFORE -- CHECK OUT YOUR COMPANY RELO PACKAGE
 - determine what expenses will be paid by your company
 - determine what expenses you will have to cover yourself
 - start a log of moving expense receipts (some may be deductible)

- 1 MONTH BEFORE -- GET A WRITTEN MOVING ESTIMATE
 - get estimates from two or more movers
 - including written commitment of pickup and delivery dates
 - get and check references
 - check the limits of the insurance offered
 - see if the insurance offered covers replacement cost
 - purchase additional insurance, if necessary

- 1 MONTH BEFORE -- GIVE CANCELLATION NOTICES
 - give day care center proper notice of withdrawal
 - give notice to clubs, organizations, volunteer activities
 - cancel newspaper subscriptions and regular deliveries

- 1 MONTH BEFORE -- HIRE A STORAGE FACILITY
 - check the limits of the insurance offered
 - see if the insurance offered covers replacement cost
 - purchase additional insurance, if necessary

- 1 MONTH BEFORE -- INSTRUCT YOUR BANK
 - arrange transfer of your accounts
 - order checks with new address
 - clean out your safety deposit box

- 1 MONTH BEFORE -- MAKE TRAVEL ARRANGEMENTS
 - hotels / temporary housing
 - rental cars / plane tickets
 - transport service for pets and automobiles, if needed

- 1 MONTH BEFORE -- STORE IMPORTANT RECORDS IN FIRE-SAFE BOX
 - school records / pet documents
 - home purchase / sale papers
 - wills / marriage / divorce papers
 - financial records / stock certificates

- birth certificates / social security cards / passports

1 MONTH BEFORE -- SUBMIT A CHANGE OF ADDRESS

- turn in forms at the post office
- mail post cards to friends and creditors

1 MONTH BEFORE -- TRANSFER IMPORTANT RECORDS

- contact schools and arrange for transfer of student records
- contact doctors for medical records and referrals to new physicians
- change your insurance policies on property, auto, and medical

2 WEEKS BEFORE -- CLEAN OUT

- take a ruthless walk-through to determine what you want to take
 - tag the rest of it and hold a garage sale
 - or call a charity for pick-up

2 WEEKS BEFORE -- GET YOUR STUFF IN ORDER

- clean out club, gym, and school lockers
 - pick up all dry cleaning
- retrieve and return all borrowed items from friends and neighbors
 - return library books

2 WEEKS BEFORE -- PREPARE TO LEAVE YOUR HOME

- arrange for the disconnection or changeover of utilities
 - begin packing less-used items
 - clean out the cupboards
- plan remaining meals so you can pack what you don't need
 - don't buy any more perishables than you have to

7 DAYS BEFORE -- CONFIRM MOVING ARRANGEMENTS

- dates / agreements with moving and storage companies
- agreements with auto and pet transportation companies
 - hotel and temporary housing accommodations
 - rental car and other transportation arrangements
 - don't buy any more perishables than you have to

7 DAYS BEFORE -- LET PEOPLE KNOW HOW TO REACH YOU

- inform friends and relatives of your forwarding address
- if you'll be without phone service, get a temporary voice mail box
- some long-distance providers offer 1-800 voice mail numbers

7 DAYS BEFORE -- MAKE SURVIVAL BOX FOR MOVE

- paper / pens
- address book / stamps / envelopes
- cellophane and heavy-duty tape / scissors
- tape measure
- paper cups, plates, and towels / plastic utensils / ziploc bags
 - facial and toilet tissue / soap / moist towelettes
- instant coffee or tea / bottled drinks / snacks / can opener
 - aspirin / band-aids
 - travel alarm
- flashlight / small tool kit
 - trash bags
 - children's games
 - spare car keys
- phone books for the city you are leaving and your destination

7 DAYS BEFORE -- PREPARE BELONGINGS FOR PACKING

- make an inventory list of all items going with you personally
- keep valuable / irreplaceable items (jewelry, heirlooms) with you
 - clean out and defrost the deep freezer
 - disassemble furniture or other items
 - check yard and shed for all items that need packed
- set aside box of cleaning supplies and the vacuum cleaner

7 DAYS BEFORE -- THINK ABOUT DECORATING YOUR NEW HOME

- take pictures of furniture / get fabric samples and paint chips
 - create a "decorating reference file"
- have measurements taken of the rooms in your new residence
 - use floor plans to determine where everything will go

JUST BEFORE MOVING -- CEASE USING THE REFRIGERATOR

- remove all perishable food
- store anything you still need in a cooler
- clean and defrost the refrigerator and freezer

JUST BEFORE MOVING -- FINISH PACKING

- complete packing of all household goods for the move
 - make sure all boxes are clearly marked

JUST BEFORE MOVING -- RESOLVE FINANCIAL MATTERS

- conclude any arrangements relating to sale or lease of your home
 - purchase traveler's checks for trip expenses

- reconcile and close or transfer bank accounts

MOVING DAY -- CONFIRM MOVING ARRANGEMENTS

- confirm delivery address, directions, and delivery date with movers
 - make sure boxes are clearly marked
 - make sure your instructions are understood

MOVING DAY -- PREPARE YOUR HOME TO BE VACANT

- make sure a relative, neighbor, or real estate agent has the keys
 - make sure that person knows how to contact you
- notify insurance agent and police that the home will be empty

MOVING DAY -- VACATE YOUR HOME

- clean the home and check entire grounds before leaving
- check thermostat and make sure temperature is set appropriately
 - make sure all windows and doors are closed and locked
 - make sure all appliances are turned off
 - leave forwarding address, keys, and garage door opener

WHEN YOU ARRIVE -- GET UNPACKED

- supervise moving crew on location of furniture and boxes
- begin unpacking necessary basics first (utensils, toiletries, etc.)
 - give the kids a job to do -- let them start on their rooms
- set kitchen and bedrooms up first, to make you feel at home

WHEN YOU ARRIVE -- PAY AND SETTLE WITH THE MOVERS

- go over "Bill of Lading" with the moving company before signing
- check for damaged and missing items and make a note of them
 - the Bill of Lading is usually binding once signed

WHEN YOU ARRIVE -- RELAX AND SETTLE IN

- check to make sure all utilities are on and working properly
- let family members or friends know that you have arrived safely
- check in with employer and real estate agent to confirm itineraries
- now relax, order dinner out, and take a hot bath...you deserve it!