

SIX WEEKS BEFORE YOUR MOVE:

- Take an objective look at what you own, and decide what must go and what can be left behind. Books you've read and will never read again? Records you haven't listened to since college? The pan with a broken handle or the children's long-neglected games? Extra weight costs more money.
- If you have a lot of things worth selling, you may want to organize a garage sale.
- Start a central file for all of the details on your move. It's a good idea to buy a brightly colored organizer folder with pockets - you'll be less likely to misplace it. Make sure to collect receipts for moving-related expenses. Depending on your reason for moving, you may be entitled to a tax deduction.
- Create a floor plan of your new home, and begin thinking about where you'll want to place furniture. Advance planning eases the stress of making major decisions when your furniture arrives at your new home. Mark and label specific pieces of furniture on your diagram, and put it in your moving folder.
- Call for moving estimates
- Call the Chamber Of Commerce and Visitors & Convention Bureau in your new town and get their new resident information packages.
- Inventory all household items to be moved, and start packing NOW!
- Remove all items from basement, storage sheds, attics, and plan a garage sale or charity donation for all items you don't want to move.
- Start using things up that you can't move, like cleaning supplies and frozen food.
- Discuss tax-related moving expenses, liabilities, and deductions with your tax advisor.
- Make a list of all people/organizations to contact about change of address.
- Complete U.S. Postal Service change of address forms and mail them to all applicable publications, stores and organizations.
- Get copies of (or arrange for transfer at both ends of move) all school, medical, dental, veterinary, legal, and accounting records.
- Contact insurance agents to transfer or cancel coverage.
- If it's a company move, check with your employer to find out what moving expenses they cover.
- Get a mail subscription for the local paper in your new location to familiarize yourself with the new community, its activities and issues.
- Locate and obtain all automobile licensing and registration information.

FOUR WEEKS BEFORE YOUR MOVE:

- Notify the post office, magazines, credit card companies and friends and family of your change of address. The U. S. Postal Service offers a kit to make this process easier.
- Contact utilities (gas, water, electricity, telephone, cable TV) to schedule disconnection of services on the day following your move. You'll want to have utilities on while you're still in the house. Call the utilities in your new town to arrange for service to start the day before your move so that you have service when you arrive at your new home. And don't forget to arrange for an expert, if necessary, to install fixtures upon their arrival at your new home.
- Complete any repair work on your old home, and arrange for any critical services needed at your new home.
- If packing yourself, start packing seldom-used articles like fancy dishes and glasses, specialty cookware, nonessential clothing, curios, art, photos, and decorative items.
- As you pack, remember to keep each box light enough to be handled by any of the members of your family - not just the strongest person. Heavier items go in smaller boxes, lighter items in larger boxes.
- If you are planning a garage sale, pick a date at least a week before the move, and advertise it locally. Think about teaming up with neighbors who want to sell some of their old belongings, and plan a neighborhood "super sale."
- Get an itemized list of all moving related costs and review with mover, including packing, loading, special charges, insurance, vehicles (if needed), etc.
- Contact all current and new location utility companies (gas, water, electric, cable TV, phone & trash collection) to set connect/disconnect dates. Remember to keep current utilities hooked up until move day.
- Make arrangements for relocation of pets and plants.
- Move valuables to safe deposit box to prevent loss during move.
- If you are packing yourself, acquire packing materials/boxes and pack items you won't need for the next month.
- If professional mover is packing your goods, schedule packing day(s) 1 or 2 days before move.
- Prepare any mowers, snow blowers, boats, snowmobiles (or other vehicles you won't be using before the move) for the move by servicing and draining gas and oil, to prevent a moving van fire.
- Repair, send out for re-upholstery, or clean furniture, drapes, carpeting as needed.

THREE WEEKS BEFORE YOUR MOVE:

- Take inventory of your everyday household goods, such as radios, pots and pans and small appliances. Decide which items you will discard or put in storage.
- Self-packers: start your serious packing. Label the contents of all boxes, and pack carefully.
- As best you can, box essential items together, and write "Open First/Load Last" on these boxes. When you move into your new home, you'll be able to easily identify these boxes and get to important items like pots, dishes, silverware, alarm clocks, bedding, pillows, towels, cherished toys and essential items for babies or children.
- Make sure you have your driver's license, auto registration and insurance records.
- Contact your doctors, dentist and veterinarian to receive copies of medical records.
- Pack phone books from your old town to make staying in touch with old friends easier.
- Make personal travel arrangements (flights, hotel, rental cars) for your trip.
- Plan your food purchases to have as little as possible in the freezer or refrigerator by the time you move. Use up all frozen items, and buy only what you'll eat in the next three weeks, because you can't ship them.
- Arrange to clean your new home, or plan to clean it yourself as close to move-in as possible. Since the home will probably be unoccupied by this time, make sure the cleaning is thorough and covers all those nooks and crannies usually blocked by furniture or appliances.
- Contact your children's schools, and arrange for records to be forwarded to your new school district.
- Make new bank safety deposit box arrangements in your new hometown. Make arrangements to safely transfer items from your old safe deposit box to your new one.
- Hold a garage sale now. Make travel arrangements for family for moving trip, allow for unexpected delays and cash needs that often occur in moves and house closings.
- Collect all important papers (insurance, will, deeds, stocks, etc.).
- Arrange to close all local bank accounts and open new ones in new location.

TWO WEEKS BEFORE YOUR MOVE:

- Check with your insurance company to cancel current coverage or transfer coverage to your new home.
- Make arrangements for transporting your pets and any house plants, because movers can't take them in the van.
- Meet with your bank to change account status.
- Transfer all current prescriptions to a drug store in your new town. Cancel any delivery services such as newspapers.
- Consider starting a subscription to the newspaper in your new town to introduce you to local news happenings.
- Have your automobile serviced if you're traveling by car.
- Be sure to empty secret hiding places to remove valuables and spare house keys.
- Prepare auto(s) for trip to new home. Check tires and have vehicles serviced.
- Terminate newspaper and other delivery services at old address.
- Give away all plants you don't intend to move.
- If you're moving out of a building with elevators, arrange with management for use of elevators on move day.
- Schedule for appliance disconnects on moving day or the day before the move, if necessary.
- Contact your moving company counselor to review and confirm all arrangements for your move.
- Withdraw contents of any safe deposit boxes, return library books & rental video tapes, pick up any dry cleaning, etc.
- Prepare specific directions to your new home for your moving company, including your travel itinerary and emergency numbers.

ONE WEEKS BEFORE YOUR MOVE:

- Mow your lawn for the last time.
- Dispose of toxic or flammable items that can't be moved. Drain the gas and oil from gas-powered tools such as lawn mowers and snow blowers; movers will not take them if full.
- Double check to make sure arrangements have been made to disconnect and service your major appliances being moved.
- Pack your "trip kit" of necessary items that should go in your car and not the moving van: your checkbook, cash or travelers checks, medications, essential toiletries, light bulbs, flashlight, toilet paper, pet food, spare glasses or contact lenses, baby or child care items, toys and car games for children and your notebook with moving information
- If you have young children, arrange for a baby-sitter to watch them on moving day. Since you'll have your hands full, the extra attention from a sitter will distract the child's attention from the turmoil of a move.
- Also arrange for a baby-sitter to be available when you arrive at your new home with young children.
- Pack your own suitcase of clothes for the move.
- Put your "open first/load last" boxes in a separate place so the mover can identify them.
- Pay all outstanding bills. Be sure to indicate your new address on payment receipts.
- Remove any fixtures you are taking with you and replace (if specified in your home- selling contract)
- Defrost refrigerator/freezer.
- Plan simple meals for moving day to avoid using appliances.
- Make plans for care of small children on moving day.
- Transfer or withdraw all funds from local banks.

- Separate cartons and luggage items you need for personal travel so they don't get packed on the truck.
- Pack a box of items you will need immediately upon arrival at your new home and have movers put this box on last (clearly mark box as PACK THIS LAST or UNPACK THIS FIRST) or take it with you.
- Have appliances disconnected and prepared for move.
- Set aside one room for packers and movers to work in freely.
- Arrange to have utilities turned on at new home.
- Notify friends and neighbors of new address and phone number (if available).
- Fill any necessary prescriptions, medications needed for the next two weeks.
- Set aside manuals and instructions for your current home for new owner.
- Do NOT disconnect your telephone until the day after loading.

ONE TO TWO DAYS BEFORE YOUR MOVE:

- The movers will arrive to start the packing process .
- Empty and defrost your refrigerator and freezer, clean both with a disinfectant and let them air out. Put baking soda or charcoal inside to keep them fresh.
- Arrange for payment to the moving company. This payment must be made when your belongings arrive at your new home - before your belongings are unloaded. Find out your moving company's accepted methods of payment, terms, and its policy for inspecting your belongings when they arrive to determine if any breakage has occurred.
- Empty your safety deposit box. Plan to take important papers, jewelry, cherished family photos, irreplaceable mementos and vital computer files with you.
- Write directions to your new home for the van operator, provide the new phone number and include phone numbers where you can be reached in transit - either a car phone or friends, old neighbors, a place of business or relatives with whom you'll be in contact. You'll never be out of touch for long, should an emergency arise.
- Leave your forwarding address and phone number for your home's new occupants.
- If your old house will be sitting vacant, notify police and neighbors.

MOVING DAY:

- Remove linens from the beds and pack in an "open first" box.
- When the movers arrive, review all details and paperwork. Accompany the van operator to take inventory. Verify delivery plans.
- If there is time, give the home a final cleaning, or arrange in advance for someone to perform this service the day after moving out.
- Plan on spending entire day at house with movers. Don't leave until movers have gone.
- Record all utility meter readings (gas, electric, water).
- Stay with moving van driver to oversee inventory of goods.
- Give moving van driver directions to new home and numbers where you can be reached prior to delivery.
- Get routing information from moving van driver.
- Review carefully and sign bill of lading and inventory, and keep your copy in a safe place until all charges have been paid and all claims (if any) have been settled.
- Make final walk through of house, including basement, attic and closets, to make sure it's empty. <b
- Lock all windows and doors, and drop off keys with Realtor, neighbor or new owner.

MOVE-IN DAY:

- If you arrive before the movers, take some time to tidy up your home (dusting shelves, etc.) so the movers can unpack items directly onto clean shelves. If you plan to line cupboards with shelving paper, this is a good time to do it.
- Unpack your car.
- Review your floor plan to refresh your memory about where you want furniture and appliances placed.
- Check to make sure the utilities have been connected, and follow up on any delays.
- Confine your pets to an out-of-the-way room to help keep them from running away or getting unduly agitated by all the activity. You might even consider boarding them overnight at a local kennel until you're settled. Plan to be present when the moving van arrives. Be prepared to pay the mover before unloading.
- One person should check the inventory sheets as items are unloaded. A second person should direct the movers on where to place items. Once all items are unloaded, unpack only what you need for the first day or two. Focus on creating a sense of home for your family. Give yourself at least two weeks to unpack and organize your belongings.