

Your Personal Moving Checklist

SIX WEEKS BEFORE MOVING

- Make an inventory of everything to be moved
- Collect everything not to be moved for garage sale or charity
- Contact charity for date/time of pickup. Save receipts for tax records
- Contact several moving companies for estimates
- Select mover, arrange for exact form of payment at destination (cash, check)
- Get cartons and packing materials to start packing NOW
- Contact insurance agent to transfer or cancel coverage
- Check with employer to find out what moving expenses they will pay

FOUR WEEKS BEFORE MOVING

- Notify all magazines of change of address
- Check with veterinarian for pet records and immunizations
- Contact utility companies for refunds of deposit; set turn-off dates
- Dry clean clothes to be moved; pack in protective wrappers
- Collect everything you have loaned out; return everything you have borrowed
- Service power mowers, boats, snowmobiles, etc., that are to be moved. Drain all gas/oil to prevent fire in moving van
- Check with doctors and dentist for all family records and prescriptions
- Get childrens' school records
- Check freezer and plan use of food over next 2-3 weeks
- Remove all jewelry and other valuables to a safe deposit box or other safe place to prevent loss during move
- Give away or arrange for transportation of house plants (most moving companies will NOT move plants, especially in winter). Plants also can be sold at garage sales, or as perfect "thank you" gifts for neighbors

(Continued on following page.)

ONE WEEK BEFORE MOVING

- Transfer or close checking and savings accounts. Arrange for cashiers check or money order to pay moving company upon arrival in new community
- Have automobile serviced for trip
- Fill out Post Office change of address forms; give to postmaster
- Check and make inventory of all furniture for dents and scratches; notify moving company of your inventory and compare upon arrival at your new house
- Dispose of all combustibles and spray cans (spray cans can explode or burn — don't pack them)
- Pack a separate carton of cleaning utensils and tools (screw driver, hammer, etc.)
- Separate cartons and luggage you need for personal/family travel
- Mark all boxes that you pack with the room they will be going to in new home
- Organize at least one room in the house for packers and movers to work freely
- Cancel all newspapers, garden service, etc.
- Review the entire list to make certain that you haven't overlooked anything
- Check and double check everything you have done before it's too late

MOVING DAY

- Plan to spend the entire day at the house. Last minute decisions must be made by you.
- Don't leave until after the movers have gone
- Hire a baby-sitter or send the children to a friend's house for the day
- Stay with the moving van driver to oversee inventory
- Tell packers and/or driver about fragile or precious items
- Make a final check of the entire house, basement, closets, shelves, attic, garage, every room
- Approve and sign the Bill of Lading. If possible, accompany driver to weigh station
- Double check with the driver to make certain moving company records show the proper delivery address for your new house. Verify the scheduled delivery date as well.
- Give driver phone numbers both here and in new community to contact you in case of a problem. Provide your cell phone number as well.
- Get complete routing information from the driver and phone numbers so you can call the driver or company in case of emergency while enroute
- Disconnect all utilities and advise the Realtor[®] who listed or is selling your house
- Lock all the doors and windows. Advise your Realtor[®] and neighbors that the house is empty

Moving does take lots of time and energy, and can be a stressful experience for some people. Use this list. It will definitely help. There is no substitute for good planning. Plan ahead! "Roll with the punches" and things will go more smoothly. Try to relax and enjoy the adventure.