

# MOVING CHECKLIST

## One Month Before Moving

- Fill out *Change of Address* from Post Office
- Fill out IRS change of Address Form
- Make arrangements with moving company or reserve moving truck
- Make travel arrangements, if necessary, with airlines, buses, car rental agencies and hotels
- Transfer memberships in churches, clubs and civic organizations
- Obtain medical and dental records, e-rays and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.
- Set up bank account in new city
- Check into the laws and requirements of your new city regarding home-based business, professional tests, business licenses and any special laws that might pertain to you.
- Take inventory of your belongings before they're packed, in the event you need to file an insurance claim later. If possible, take pictures or video tape your belongings. Record serial numbers of electronic equipment.
- Make arrangements for transporting pets
- Start using-up food items, so that there is less to pack and possibly spoil

## One to Two Weeks Before Moving

- Switch utility services to new address. Inform electric, disposal, water, newspaper, magazine subscription, telephone and cable companies of your move.
- Arrange for help on moving day
- Confirm travel reservations
- Reserve elevator if moving from condo
- Have appliances serviced for moving

- ❑ Clean rugs and clothing and have them wrapped for moving
- ❑ Plan ahead for special needs of infants
- ❑ Close bank accounts and have your funds wired to your new bank. Before closing be sure there are no outstanding checks or automatic payments that haven't been processed.
- ❑ Collect valuables from safe-deposit box. Make copies of any important documents before mailing or hand carry them to your new address.
- ❑ Check with your insurance agent to ensure you'll be covered through your homeowner's or renter's policy during the move.
- ❑ Defrost freezer and refrigerator. Place deodorizer inside to control odors.
- ❑ Give a close friend or relative your travel route and schedule so you may be reached if needed.

## **On Moving Day**

- ❑ Double check closets, drawers, shelves, attic and garage to be sure they are empty
- ❑ Carry important documents, currency and jewelry yourself, or use registered mail.

## **Arriving at your New Home**

- ❑ Renew your driver's license, auto registration and tags
- ❑ Shop around for new insurance policies, especially auto coverage.
- ❑ Revise your will and other legal papers to avoid longer probate and higher legal fees
- ❑ Locate the hospitals, police stations, veterinarian and fire stations near your home.

## **Moving Tips for Sellers**

- Develop a list of friends, relatives, and business colleagues who need to be notified of the move.
- Check insurance coverage for moved items. Usually movers only cover what they pack.
- Note the weight of the goods you'll have moved, since long-distance moves are usually billed according to weight. Watch for movers that use excessive padding to add weight.
- Check with your condo or co-op about restrictions on using the elevator or particular exits.
- Have a "first open" box with the things you'll need most—toilet paper, soap, trash bags, scissors, hammer, screwdriver, pencils and paper, cups and plates, water, snacks, and toothpaste.

## **Plus, if you're moving out of town:**

- Get copies of medical and dental records and prescriptions for your family and your pets.
- Get copies of children's school records for transfer.
- Ask friends for introductions to anyone they know in your new neighborhood.
- Consider special car needs for pets when traveling.
- Carry traveler's checks or an ATM card for ready cash until you can open a bank account.

## **Six Items to Have on Hand for the New Owners:**

- Owner's manuals for items left in the house.
- Warranties for any items left in the house.

- A list of local service providers—the best dry cleaner, yard service, etc.
- Garage door opener.
- Extra sets of house keys.
- Code to burglar alarm and phone number of monitoring service if not discontinued.

## **Moving with pets**

### **Cats and Dogs**

If you take your pets in your car remember to take along Food, Water, A leash for letting your pet out of the car, and Newspaper or sheets to keep your car clean. Animals can get car-sick and will require frequent stops along the way. Also, check ahead to see if the hotel where you are staying allows pets. Depending on the animal's temperament and size, it might be better to have it shipped by air. Be sure to check if your destination has any local requirements or restrictions on animals.

To have your pet shipped by air, make sure someone can meet your pet at the destination airport and take care of it until you arrive. A kennel can do this for you and keep your pet until you have completed your move, if necessary. If you are flying to your new destination, your cat or dog can ride in the baggage compartment. You may need a Health certificate which can be obtained from your veterinarian. A pet container and tranquilizers to be given to your pet immediately before going to the airport. Your pet can be comforted by having a piece of cloth with your scent on it.

## **Moving House Plants**

### **A Couple Of Weeks Before You Move**

- Prune plants to facilitate packing. Consult a florist or a plant book for instructions.

## **A Week Before Your Move**

- Place your plants in a black plastic bag, along with a bug/pest strip, conventional flea collar or bug powder. Close the bag and place in a cool area overnight to kill any pests on the plant or in the soil.

## **The Day Before Your Move**

- Place the plants in cardboard containers. Hold them in place with dampened newspaper or packing paper. Use paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. If you must leave your plants behind, then take cuttings. Put them in a plastic bag with wet paper towels around them.

## **On The Day Of Your Move**

- Set the boxes aside and mark "DO NOT LOAD" so they won't be taken on the moving van. Close the boxes and punch air holes in the top before loading into your car.

## **When Moving**

- Park your car in a shaded area in the summer and a sunny spot in the winter.

## **Upon Arrival**

- Unpack the plants as soon as possible after arrival. Remove plants through the bottom of the box to avoid breaking the stems. Do not expose the plants to much sunlight at first. Let them get gradually accustomed to more light.

# Moving and Packing Tips

**These guidelines may save you money, time and help avoid preventable problems.**

- Lifting should be done through the knees rather than the back.
- Keep boxes at 50 pounds or less. Heavy items should be packed in smaller boxes.
- Pack or move items of monetary or sentimental value separately. While newspapers are useful in wrapping objects prior to packing, they should not be used to pack stainable items such as lampshades.
- Carefully box fragile items and cushion with newspaper, bubble wrap or other means. Towels and other linens can be used to pack fragile items.
- Be sure to mark and point out to movers boxes containing valuable or fragile items. They may advise sturdier boxes or re-packing for safer transport.
- Movers usually will not transport or pack plants or pets.
- All appliances should be unplugged and prepped for transport prior to the movers' arrival. Clean and dry appropriate appliances, such as refrigerators, at least 24 hours prior to the move. Lightweight items can be stored in some large appliances.
- Important documents and files should be backed up from computers before being disconnected.
- Movers will not transport or allow you to transport hazardous materials such as paint thinners, nail polish remover, oils, flammable or explosive items, bleach and so forth.
- Label boxes with a description of what they contain and which room they should be placed in.
- Place first aid kits, medical and dental records and other important paperwork in a safe and easily accessible place.
- Reinforce the bottom of all boxes. Fill empty spaces with newspaper to avoid shifting.
- Mirrors and pictures should be wrapped with bubble wrap and bound with heavy cardboard.

- Drain gasoline, oil and other fluids from power tools.
- If possible, pack audiovisual equipment in their original boxes.
- When possible, disassemble large items for easier transport.

## **Packing Tips**

- Keep the following supplies handy for packing: Boxes, marking pen, bubble wrap, newspaper and tissue
- Tape and scissors
- Tape measure
- Use strong boxes and containers that can be secured tightly. Purchase special boxes for dishes, wardrobe and other special items.
- Pack audio-video equipment in their original boxes. Label cables and tighten transit screws. If removing screws, tape them to the objects they are removed from.
- Avoid loading more than 50 pounds into one box.
- Label each box and indicate the following:
  - (a) Which room it should go in
  - (b) Whether it is fragile
  - (c) If it should be loaded last so it will be unloaded first.
- Cushion contents with packing material such as bubble wrap, newspaper or tissue. Save room by using towels and blankets to wrap fragile items.
- Pack books tightly on end in small boxes. If musty smelling, sprinkle talcum powder between the pages and wrap the book before packing. Leave stored for a couple of months to eliminate the smell.
- Have rugs and draperies cleaned before moving and leave them in wrappings for the move.
- Pack medicines in a leak proof container.
- Carry all valuables with you.
- Check with your local U.S. Department of Agriculture for regulations regarding moving plants from one state to another. Many states have

restrictions on certain plants to prevent importing bugs or pests that can destroy valuable cash crops.