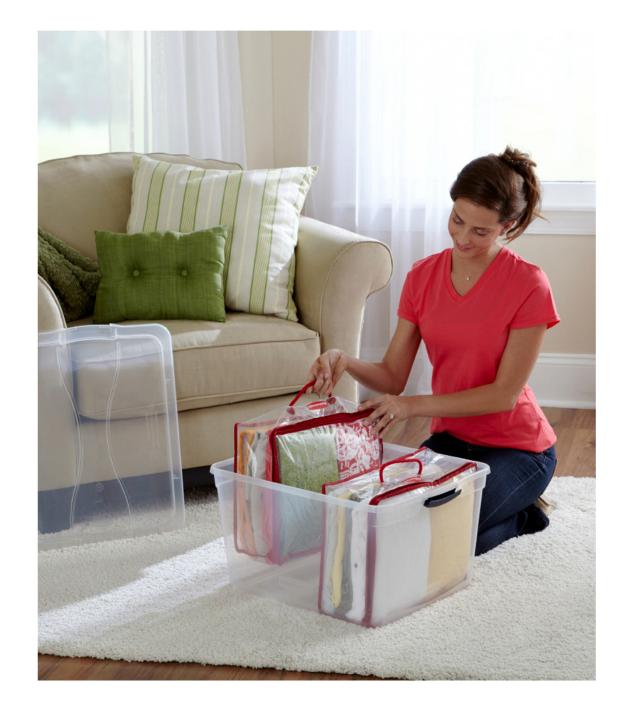
Moving Checklist

Two Months Before Moving ☐ Sort through your belongings to reduce the number of things to move. ☐ Have a garage sale or donate items you no longer need. ☐ Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare. Call us for preferred companies possible and discounts available. ☐ Gather packing supplies: boxes, packing material, tape, felt markers, and scissors. ☐ If you're moving a long distance, make travel arrangements with the airline, hotel and rental car agency. If you're driving to your new home, plan your travel route. ☐ Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements. ☐ Place your legal, medical, financial, and insurance records in a safe and accessible place. ☐ Purchase insurance coverage for valuables to be moved.

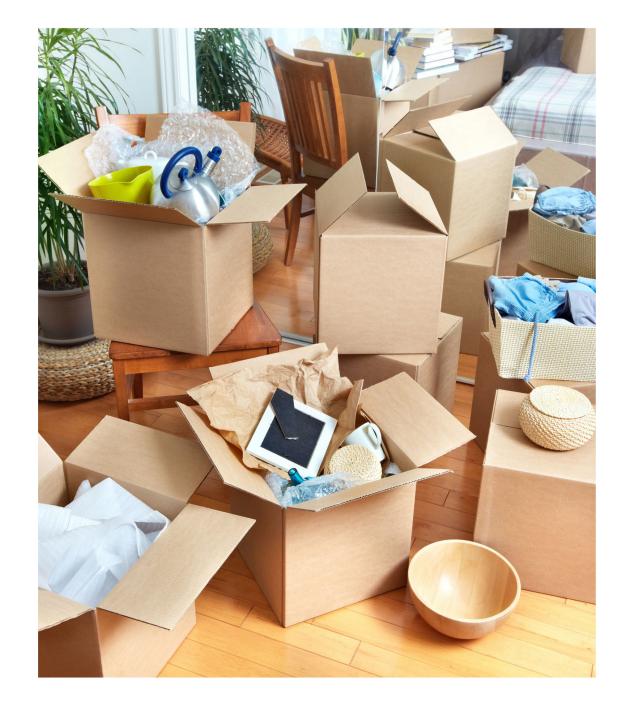
One Month Before Moving

	Total Before Moving
	Start packing items that aren't regularly used such as
	off-season clothes, decorations and items in storage
_	areas (garage, attic and closets).
	Make travel arrangements for your pets.
	If you're driving, have your car tuned up.
	Get medical records from your doctors, dentist,
	optometrist and veterinarian.
	Send items (rugs, drapes, clothing, quilts, bedding) to
	the cleaners.
	Back up important computer files.
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I WO V	Veeks Before Moving
	Contact your utility companies and notify them of your
	move.
	Sign up for services at your new address.
	Contact your long distance phone company and notify
	them of your move.
	Call friends and family and recruit help for the moving
	day.
	Confirm your travel reservations.
	Arrange to close or transfer your bank account, if
	appropriate. Pick up items in your safe deposit box.
Packir	ng Tips to Make your Move a Little Easier
	•
Ш	Gather boxes in all sizes from friends, neighbors and stores.
	Collect cushioning material such as: bubble wrap,
	Styrofoam pellets, furniture pads, blankets, plastic

	bags, tissue paper, newspaper and small towels to use
_	as padding inside boxes.
	Create a "portable packing kit" with marking pens, a
	tape measure, packing tape, twine and scissors. Carry it
	with you as you pack up items around your home.
	Reinforce the bottom of boxes with extra tape for
	added strength.
	Label each box with the name of the room in your home
	where it should be placed.
	Number the boxes and keep a list of which boxes go in
	which room in your new home.
	Label boxes containing fragile items with large red
	lettering.
	Place china in plastic bags and stack plates upright on
	their sides, not flat.
	Pack your TV, stereo and computer in their original
	boxes whenever possible.
	Keep boxes to 50 lbs or less.
	Place heavy items into their own smaller boxes and
	place lighter items together into larger boxes. (Don't
	pack all your books into one box!)
	Don't move flammable, combustible, corrosive
	or explosive items such as paint, gasoline and
	ammunition.
	Pack a bag of personal items you'll need during the
	move (change of clothes, toiletries, medicine, maps,
	food and drinks). Keep this bag in an easy-to-find
	place when you pack.
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One Week Before Moving ☐ Pick up items from the cleaners, repair shops or friend ☐ Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack. ☐ Finish packing all boxes except what you will need in
the final week.
☐ Inform the post office of your upcoming move.
Send Change of Address Cards with Your New Address and
Phone Number to:
Friends and family.
 Banks, insurance companies, credit card companies and other financial institutions.
\square Magazines and newspapers.
 Doctors, lawyers, accountants, agents and other service providers.
 State and federal tax authorities and other government agencies as needed.
☐ Workplace, schools, alma maters and place of worship
The Day Before Moving
 Set aside moving materials such as tape measure, box cutter and rope.
☐ Pad corners and stairways of house.
<u> </u>
 Lay down old sheets in the entry and hallways to protect floor coverings.
Remove hanging fixtures which are not included in the sale of your home.





move heavy boxes.		
☐ If you are flying, make sure you have tickets, charge cards,		
identification, etc.		
Moving Day!!!		
Carry with you		
\square The keys to your new home.		
☐ Address for closing and your home.		
$\ \square$ The telephone number of the moving company.		
☐ Cash or traveler's checks.		
$\ \square$ Documentation related to the sale of your home.		
 Your insurance policies and agent's phone number. 		
 Prescription and non-prescription medicines. 		
$\ \square$ Enough clothing to get by if the movers are delayed.		
 Any items of great personal value to you which are irreplaceable. 		
☐ Back-up copies of important computer files.		
 Sheets, pillows, towels and toiletries for the first night in your new home. 		
$\hfill \square$ Cleaning supplies which you will need before boxes are unpacked.		
Arrival Day		
\square Show movers where to place furniture and boxes.		
$\ \square$ Check inventory to ensure that everything was delivered before		
signing delivery papers. Note any damages on the inventory sheet.		
 Unpack any valuable items, such as silver, art and jewelry upon arrival. 		