

TIPS FOR A SMOOTH MOVE

Your Guide to a Stress Free Move

Moving Tips



- ◆ Make your reservations for movers two to four weeks before your move day.
- ◆ For large appliances be sure to check your owner's manuals to see if there are special instructions for moving.
- ◆ Don't try to get rid of your children's favorite things before the move – even if it makes it easier. Kids sometimes have a hard time dealing with the change of the move itself.
- ◆ Pack a box of essential items that you will need immediately after the move and make sure it's the last thing added to the truck.
- ◆ Clean out closets, the attic, and the basement as soon as you decide it's time to move.
- ◆ Make a "survival closet" of things for the last cleanup before you move out – broom, dust cloth, dust pan, mop.
- ◆ Remember to get snacks and lots of water for move day.
- ◆ Schedule disconnect times about a week before your move day -- you don't want to have to pay for cable, phone and utilities when you aren't even there!
- ◆ Cancel newspapers, cable, pest control, cleaning help, lawn services about a week before the move.
- ◆ Mail in your change of address forms about week before your move date.
- ◆ Clean your stove before you move out.
- ◆ The day before your move, defrost the fridge.
- ◆ Make sure to get enough cash to get you through move day.
- ◆ If you are depending on friends and family to help you move, have a back-up plan if they don't show.



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Packing Tips



- ◆ Avoid mixing items from different rooms in the same box.
- ◆ Use wardrobe boxes to make closets easier to pack. Clothes in drawers can be placed in suitcases.
- ◆ Use only small boxes for books. They get very heavy, very fast.
- ◆ Never use printed newspaper to wrap fine china.
- ◆ Always stack dishes upwards when packing.
- ◆ Pack important and sentimental documents separately to be easily accessible including: children's health records, passports, family records, insurance information and photo albums.
- ◆ Remember: the heavier the item, the smaller the box.
- ◆ Don't pack with food or supermarket boxes. You never know what little critter is hiding – or if the box will be strong enough to support your possessions.
- ◆ Don't use used boxes. You don't know if the box will be strong enough to support your possessions.
- ◆ Never use duct tape – use packing tape.
- ◆ Clearly label all boxes on the side.
- ◆ As you take apart furniture and other items make sure to tape all parts to the main base.
- ◆ Try to pack all electronic equipment, like stereos in their original boxes. Otherwise use bubble wrap when packing these items.
- ◆ Start packing items you will not need ahead of time.
- ◆ Always pack and unpack breakables over a padded surface.
- ◆ Always tape boxes. Don't interlock the tops.
- ◆ Don't use boxes without tops. No tops make it impossible to stack properly in the truck.
- ◆ Use custom-designed boxes when packing fine china and clothing.

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Moving Checklist



6 Weeks Before

Questions for the moving company:

1. ARE ON-SITE ESTIMATES OFFERED?
2. HOW IS PRICING DETERMINED?
3. WILL THE MOVERS PACK ITEMS? (IF SO, AT WHAT ADDITIONAL COST?)
4. WHAT INSURANCE IS INCLUDED?
5. WHAT ADDITIONAL CHARGES MAY ARISE?
6. REQUEST A COPY OF THE SIGNED CONTRACT .

Go to protectyourmove.gov to learn more about your rights and responsibilities as you prepare to work with a moving company .

5 Weeks Before

***SORT ITEMS TO KEEP,
DONATE, DISCARD, AND SELL.***

1. Get estimates and hire movers.
2. Get estimates and schedule a rental truck.
3. Make arrangements for school transfers.
4. Ask for doctor & dental referrals. Arrange for transfer of medical and dental records.
5. Organize your moving binder to hold all move - related paperwork.
6. Create your property binder for your new home.
7. Have utilities and phone/internet services disconnected at old home the day after you leave and installed in your new home the day before you arrive.



1. Conduct a room-by-room survey.
2. Plan a garage sale.
3. Start using up food and cleaning supplies.
4. Schedule carpet cleaning and/ or drapery cleaning.
5. Start spring-cleaning the house or hire house cleaning.
6. Have valuable items appraised.
7. Begin packing items that aren't used frequently.

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4-6 Weeks Before

Mark boxes and furniture

With appropriate labels

Keep a Master Inventory List

with the contents of each box

3 Weeks Before

Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave if desired.

Cancellations:

- **Electricity**
- **Gas**
- **Telephone Internet**
- **Garbage/Recycling**
- **Cable/Satellite**

Gather packing supplies including:

1. Boxes (Various Sizes; Wardrobe Boxes)
2. Box Cutters
3. Tape (Packing, Colored Tape, and Blue Painters')
4. Tape Dispenser
5. Wrapping Material (Bubble, Plastic, Packing Paper)
6. Labels
7. Remember to order specialty items like dish boxes, wardrobe boxes and mattress bags if your movers don't supply them.

Fill out change-of-address cards with post office.

If you're moving locally, put in for vacation time at your job for



1. Pack contents of garage, attic, and storage areas.
2. Assign a color to each room.
3. Label and number each box.
4. Make travel arrangements for the move.
5. Prepare the new home.
6. Cancel all utilities and phone/internet services disconnected in the old home the day after you leave.
7. Get the word out to friends and family that you're moving.

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2 Weeks Before

Keep your valuable items separate from your moving boxes and plan to transport them by hand or via a trackable shipping service with insurance.

Installations:

- Electricity
- Gas
- Telephone Internet
- Garbage/Recycling
- Cable/Satellite
- Water/Sewer

Address Changes:

- NEWSPAPER
- MAGAZINES
- BANK ACCOUNTS
- HEALTH, LIFE, AND AUTO INSURANCE POLICIES
- CREDIT CARD BILLS
- EMPLOYER

1. Get valuable paperwork, jewelry, and small family heirlooms.
2. Withdraw cash to tip the movers and make sure you have enough cash, checks, or a credit card to pay for unexpected expenses.
3. Refrain from doing too much grocery shopping or buying in bulk before the move. Pack the bulk of your items.
4. Have utilities and phone/internet services connected and installed in the new home the day before you arrive.
5. Transfer prescriptions.
6. Change address or cancel. Make a list of businesses you will need to contact in order to change your address.
7. Call a locksmith to have your new home's locks changed on moving day or before.
8. Complete a change-of-address form online (usps.com) or at post office.
9. Request a relocation package from chamber of commerce of your new town.



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1 Week Before

Include the old and new addresses, directions & your cell phone number.

Check with the moving company one last time to confirm arrival time, cell phone numbers and last minute details.

Get each family member to pack a suitcase like they're going on vacation for 2 weeks. Remember all toiletries and comfortable clothes for Un-packing.

- Bedding
- Towels
- Toiletries
- Toilet Paper
- Basic Tools
- Cleaning Supplies
- Medications
- Camera (To document items broken in transit)
- Snacks
- A few dishes & utensils

1. Print an information sheet for the movers.
2. Set aside clothing for two weeks. plus a suitcase or more for those items.
3. See if you have accumulated anything else in your "donate", "pitch" or "sell" piles for one last pickup or drop off to your chosen charity.
4. Put small valuables and important documents in a box or bag.
5. Discard all hazardous materials that can't be moved in the moving truck.
6. Create a last-out, first-in box with all day-to-day necessities including any of the following that are applicable:
7. Back up all computers and have a plan in place for checking email and paying bills online while your computer is in transit, if needed.
8. Hire a cleaning company to come in and do a quick clean after the movers leave or schedule a day that you will come back and make sure that everything is clean and in place for the new owners.



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3 - 5 Days Before

- ◆ Defrost freezer.
- ◆ Empty ice maker and ice cube trays (turn off ice maker).
- ◆ Clean fridge, stove, and oven.
- ◆ Make travel arrangements for the move.
- ◆ Prepare the new home.
- ◆ Close out safe deposit box.
- ◆ Confirm arrival time of movers.
- ◆ Confirm pick-up time of rental truck.
- ◆ Have payment, water, and snacks ready for movers.
- ◆ Gather and clean outdoor furniture.
- ◆ Return cable box, cable modem, DSL, if necessary.
- ◆ Organize keys.
- ◆ Finish cleaning house.
- ◆ Prepare food for moving day.
- ◆ Finish packing.



TIPS FOR A SMOOTH MOVE

Moving Into Your New Home

Moving Checklist



- ◆ Do a walk-through before movers arrive to make sure everything is packed.
- ◆ Disassemble beds.
- ◆ Make sure there are no items left behind.
- ◆ Give keys to the real estate agent or landlord.
- ◆ Arrange for someone to direct the movers at your new home.
- ◆ Check items off the inventory list as they are unloaded.
- ◆ Inspect for damages.
- ◆ Test faucets, toilets, utilities, phones, smoke detectors, and security systems.
- ◆ Turn on water heater if necessary.
- ◆ Begin to unpack.

Reminder

Change Address

1. Drivers License
2. Voters Registration
3. Auto Registration
4. Insurance

Enjoy Making Memories in Your New Home!

Congratulations on the Purchase of Your New Home!

*Thank you for allowing us to assist
you with your purchase!*

