

MOVING TIPS

DE QUEEN ABSTRACT COMPANY

The key to a successful move is to plan well ahead. Once you've identified your move date, use this checklist to help make your move as smooth as possible.

8 WEEKS BEFORE THE MOVE

- ☐ If moving yourself, get estimates for a moving truck and make a reservation.
- ☐ If using a moving company, hire one with good references. It should be licensed/bonded and have workers' compensation insurance. Ask about discounts, get estimates in writing and make a reservation. If using movers to pack, schedule at least two days before the move.
- ☐ Create a file for receipts and important information needed during the move.

7 WEEKS BEFORE THE MOVE

- ☐ Gather copies of legal, medical, dental, financial and pet immunization records for your move file.
- ☐ Arrange to transfer school and veterinarian records.
- ☐ Contact health clubs and organizations to cancel or transfer memberships.

6 WEEKS BEFORE THE MOVE

- ☐ Begin purging your home. Decide what to keep, discard, sell or donate.
- ☐ Plan a garage sale.
- ☐ Use up household products you don't want to move.

5 WEEKS BEFORE THE MOVE

- ☐ Arrange for storage, if needed.
- ☐ Submit a "Change of Address" form to the post office.
- ☐ Arrange for necessary repairs to your current home.

4 WEEKS BEFORE THE MOVE

- ☐ Host a garage sale and donate unsold items.
- ☐ If moving yourself, determine how many boxes you will need.
- ☐ Arrange to cancel, transfer or initiate utility services.

3 WEEKS BEFORE THE MOVE

- ☐ Gather moving supplies:

__ Boxes
__ Labels
__ Packing tape
__ Scissors
__ Bubble wrap
__ Newspaper
__ Nylon string and rope
__ Styrofoam peanuts
__ Furniture pads
__ Utility knife

- ☐ Pack items that won't be used prior to the move. Clearly label each box with its contents and the room for which it is destined.
- ☐ Make hotel reservations and travel arrangements for pets, if needed.

MOVING TIPS

2 WEEKS BEFORE THE MOVE

- ☐ Transfer bank accounts to new branches, and cancel payment arrangements on accounts you're closing.
- ☐ Cancel or transfer delivery services and subscriptions.
- ☐ Notify legal, medical, dental, financial, insurance and home maintenance professionals; schools; and government offices (tax assessor, state vehicle registration, Social Security, IRS and VA) of your move.
- ☐ Give friends and family your new address.
- ☐ Confirm parking for your moving truck or container. Obtain permits, if needed.

1 WEEK BEFORE THE MOVE

- ☐ Arrange for a sitter to care for your children while you are packing or moving, if needed.
- ☐ Fill prescriptions you will need during the move, and transfer maintenance medications to a pharmacy near your new home.
- ☐ Add copies of your driver's license, vehicle registration and insurance to your move file.

2 DAYS BEFORE THE MOVE

- ☐ Have payment ready for the moving truck or company.
- ☐ Set aside items that should travel with you: valuables, changes of clothes and your move file.
- ☐ Pack your shipment. Load goods in a pre-designated order, saving "last load" items for the rear of the shipment.
- ☐ Empty and defrost your refrigerator.

MOVING DAY

- ☐ If moving yourself, pick up the truck as early as possible.
- ☐ If using a moving company, read the conditions before signing the "Mover Agreement," and add it and your bill of lading to your move file. Supervise movers and give them a contact number to reach you.
- ☐ Create a list of every item loaded onto the truck.
- ☐ Conduct a final walk-through of every room, including closets, attic and garage, to make sure nothing is left behind. Turn off the water and all appliances.
- ☐ Leave future tenants a note with your new address so they can forward stray mail.
- ☐ Lock all windows and doors.

DELIVERY DAY

- ☐ Make sure utilities are connected and appliances work before moving in.
- ☐ Gather essential first-day items:

__ Cleaning supplies
__ Toilet paper
__ Scissors
__ Masking tape
__ Trash bags
__ Snacks and drinks
__ Paper plates and plastic-ware
__ Cups and mugs
__ Writing utensils and paper
__ Basic toiletries

- ☐ Clean your new home.
- ☐ Refer to your list to check off items as they come off the truck.
- ☐ Install new locks.
- ☐ Unpack and enjoy your new home!

