

MASTERING YOUR MOVE

5 checklists to make sure
everything gets done



SIX MONTHS BEFORE THE MOVE

- Contact a moving company and tell them the dates you plan to move. Set up a date for an agent to come over and survey your goods. Unless you're given a binding estimate, the cost can vary, depending on the actual weight of items and any extra services.
- Decide if you are going to pack for yourself or have movers do it:
 - Collect estimates from moving companies to find out what will be most cost effective.
 - Schedule movers and book a U-Haul.
- Collect sustainable containers & packing materials if you plan to do the packing yourself.
- Condense your belongings:
 - Go through items in each space before moving so you can get rid of things you no longer use or might not need after moving.
 - Consider having a garage sale or donating to dispose of unwanted clothes or furniture.
- Prepare a list of friends, relatives, business firms, and others who need to be notified of your move.
- Transfer or resign from organizations and associations.
- Go through holiday items. This is the perfect opportunity to sort through those items you only see once a year and part ways with the items you are not necessities.
- Research school options. If you have kids, looking into education options for the new location in advance is a great way to prepare and stay on top of the move.
- Research medical options. Looking into doctors specific to your family's needs is imperative to do early on, so you have already established who your current doctors can transfer records onto once you move.

THREE MONTHS BEFORE THE MOVE

- See if your employer will cover any moving expenses/benefits.
- Create a realistic budget for moving expenses.
- Collect quotes from moving companies to find the best fit for you.
- Figure out how you're going to move larger, specialty items like a mounted TV, artwork, or a piano.
- Create a moving folder, either physical or on your computer, for storing moving-related quotes, receipts, and records.
- Request time off to complete your move if staying with the same company.
- Begin purge of freezer and pantry. Start using up items that you will not want to transfer in the move.
- Assemble packing materials: boxes (oftentimes local stores will give extras to you for free!), packing tape, felt-tip markers, large self-stick labels, newspapers, utility knife, packing peanuts or bubble wrap, furniture pads, dolly, scissors.
- Pack an "Instant Aid" box containing things you'll need upon arrival: sheets, sponges, paper towels, powdered detergent, paper plates, toothpaste, light bulbs, hammer, trash bags, hand soap, toilet paper, scissors, utility knife, coffee cups, tea kettle, first-aid kit, snacks, pencils and paper, masking tape, bath towels, and shelf liner.
- Create an inventory sheet for your larger or more valuable items that will be moved by the moving company.

30-60 DAYS BEFORE THE MOVE

- Establish credit in your new city. Arrange for a transfer of bank account funds and the contents of your safety deposit box.
- Check personal insurance policies to see whether moving is covered. Transfer fire, theft, and other personal property insurance to ensure coverage at your new home.
- Gather information on prescriptions. Get current phone numbers and addresses of your doctor and dentist.
- Arrange to transfer school records and secure transcripts from the local school district you're leaving.
- Get copies of your records from doctors, dentists, accountants, etc.
- Plan to cancel all utilities.
- Pick up all dry cleaning and anything left at the tailor.
- Set a date to cancel the newspaper.
- Take your car in to have it serviced if driving to new destination.
- Alert the post office that you will be moving. If you don't yet know your permanent address, the post office can hold your mail for you. Send out change-of-address cards. First-class mail is forwarded for free of charge for 1 year; newspapers and magazines - 60 days.
- Transfer all prescriptions to your new pharmacy.
- Have rugs and draperies cleaned and keep them in bags until the movers arrive.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations for licenses.
- Collect all items being repaired, cleaned, or stored.
- Return library books and anything else you may have borrowed.
- Pack belongings, starting with least used, waiting to pack frequently used items right before the move.
- Plan layout for furniture/create organizational systems for new house.

27 THINGS A BUYER/SELLER NEEDS TO MAKE PART OF THEIR MOVING CHECKLIST

- Post office: give forwarding address
- Charge accounts, credit cards
- Subscriptions: notice requires several weeks
- Friends and relatives
- Bank: transfer funds, arrange check-cashing in new city
- Insurance: life, health, fire, and auto
- Automobile: transfer of car title registration, driver's license, city windshield sticker, motor
- Club membership: cancel/transfer
- Utility companies (gas, light, water, telephone, fuel): arrange for refunds of any deposits and service in new town
- Newspaper: cancel/change delivery
- School records: ask for copies or transfer of children's records
- Health: medical, dental, prescription histories. Ask doctor/dentist for referrals, transfers, needed prescriptions & x-rays
- Church, clubs, civic organizations: transfer memberships, get letters of introduction
- Pets: ask about regulations for license, vaccinations, tags, etc.
- Empty freezer/pantry: plan use of remaining foods and don't grocery shop too much
- Defrost freezer/refrigerator: place charcoal to dispel odors
- Have appliances serviced for moving
- Clean rugs or clothing before moving; have them wrapped or packed
- Make arrangements for TV and antenna
- Check insurance coverage, packing and unpacking labor, arrival day, various shipping
- Papers, method and time of expected payment
- Plan for special care needs of infants and children

on moving day:

- Carry currency, jewelry, and documents yourself or use registered mail
- Plan for transporting pets; they are poor travelling companions if unhappy
- Carry traveler's checks for quick, available funds
- Let a close friend or relative know your route and schedule, including overnight stops; use him/her as a message headquarters
- Leave all old keys needed by new tenant or owner with the real estate agent

MOVING CHECKLIST FOR KIDS & PETS

Your kids may feel anxious and excited at the thought of a moving adventure. To ensure that they are most comfortable in their new surroundings here are some suggestions:

- Be sure to investigate the local children attractions in your new destination
- Park district programs may be available for class enrollment
- Research the ages of children nearby
- Assist in getting the kids' rooms set up first
- Rental movies might help keep kids occupied as you begin to get moved into your new home
- Have snacks and drinks available on moving day
- Special books or craft items and games may keep the kids occupied on moving day
- Have a change of clothes easily accessible for the kids
- Any medications that are taken on a regular basis should be accessible to you

Your pets require special care and attention when moving. Here are some suggestions to make the move as comfortable as possible: small dogs and cats can be flown by air transportation or driven along in the car. There are businesses that specialize in the transportation of pets. Your moving company may be able to supply you with names of pet movers. If you're arriving to your new destination by air, your pet(s) can ride along in the baggage compartment. If you choose to transport your pet(s) in this fashion, here is a quick checklist to consider:

- You must provide the airline carrier with a current health certificate from your veterinarian
- Make sure to speak with the airlines about their specific rules and regulations regarding pet transportation as they may provide special shipping containers
- If you have a container for your pet, make certain that it complies with airline requirements
- Tranquilizers may be appropriate to obtain from your veterinarian to give your pet prior to the trip
- Something familiar to your pet such as a toy or an article of clothing or blanket may help them feel more comfortable during the flight

If your pet is flying without you, be sure you have arranged for someone to pick them up. If you don't know anyone in the new destination, a local kennel can do that for you. Some kennels will board pets, which may assist you in the move as well. If your pet(s) are traveling with you in the car, be sure to have their water bowl, leash, and favorite toy. Make frequent stops as pets can get carsick easily and being restricted in a car all day can make them nervous and upset. Smaller pets such as hamsters, birds, etc. can be transported in the car fairly easily. Make sure that they have enough food and water in their cages and are kept out of drafts or extreme temperatures. Cover their cages to keep them quiet and calm.