

## **Moving Guide**

We would like to help make your move less stressful. Here is an easy to follow guide to help you with your move. Organizing and preparing weeks ahead of your move will reduce your stress, and it will decrease your chances of overlooking important items.

### **6-8 Weeks Before Moving:** (This is a great time to begin the details of your move)

- Make a list of items you plan on moving to your new home and items you wish to take to storage. Make a list of items to be handled by the mover and those you will handle yourself. Dispose of the items that you do not need and consider a garage sale if you have time.
- Get estimates from several moving companies.
- Research and select a professional moving company. After selecting your mover, discuss costs, packing, timing and other necessary details.
- Many moving expenses are deductible. So, maintain a file with important information and receipts for moving related expenses.
- If moving to a new community, find out about the schools, parks, recreation, and community programs from the local Chamber of Commerce or Visitor's Bureau.
- Transfer medical, property, fire and auto insurance through your insurance agent.
- Place all your medical records in a safe place. Do not forget prescriptions, vaccination, and pet records and other important information.

### **4-5 Weeks Before Moving:**

- If you are planning to do some of the packing, start collecting moving and packing supplies. Moving supplies are available for purchase at all of our storage facilities.
- Contact the post office and fill out a US postal change of address form and provide your new address to your telephone company, trash company, cable / satellite, water, electric company, internet provider, insurance companies, banks and financial institutions, clubs, local government agencies and any other utility companies.
- Register your children in their new schools. It would be a good idea to involve kids in the moving process. They can help pack their toys and items from their room.
- Contact utility companies - electricity, gas, phone and others for disconnection after your scheduled move out. And call ahead to have utilities connected to your new home.
- If you have pets make arrangements for transportation. Find out if there are specific requirements for pet ownership in your new township. Also obtain the veterinarian records.

### **2-4 Weeks Before Moving:**

- If you have young children, you might want to arrange for a baby-sitter on moving day to ensure they remain safe during the loading process.
- Remember to return library books and anything you have borrowed. Also, collect items you have loaned to friends.
- You may NOT want to pack your valuables in the moving van, think about taking them with you.

- Plants - some state laws do not allow moving house plants. Plants could be given to friends or perhaps a local charity.
- If you are going to travel by car, you may want to get the automobile serviced prior to your departure.
- Start packing items you don't currently need. If renting a storage unit, determine which items go to storage and which items go to your new home.
- Don't forget anything in basements, attics, and closets. Don't forget about clearing out safety deposit boxes.
- Disassemble your computer and back up important computer files. Avoid exposure to extreme temperatures.
- Dispose of inflammable items like fireworks, cleaning fluids, matches, acids, chemistry sets and other hazardous items.

### **1 Week Before Moving:**

- Make sure your items are labeled: 'fragile', 'Load first', 'Load last', and 'Do not load'. This is important to ensure the safety of your items.
- Ensure that your moving company knows the correct address and phone number of your new home. If possible, also provide them with an address and phone number to get in touch with you until you get to your new home.
- It is important to empty, defrost and clean your refrigerator at least one day before moving.
- Make plans flexible, and be prepared in case of delays. Confirm travel arrangements and keep items you will need while the rest of your belongings are in transit.
- Pack a box separately with the things you will need immediately upon arriving at your new home. For example- snacks, disposable plates and cups, bathroom items and trash bags.

### **Moving Out Day:**

- Thoroughly check your closets, drawers, shelves, attic, and garage to make sure nothing is left.
- Turn off all the switches and lock all doors and windows.
- Be around throughout the loading process. Inspect the premises and see to it that nothing is left behind.
- There must be someone to direct the movers. The driver must have in writing your name and phone number. Also, remember to take destination agent's name, address and contact number.
- Be patient if you reach your new home before your mover.
- Sign the bill of lading, and make sure your new address and phone number are correct.

### **Move-In Day And After:**

While unloading, make sure there is no damage and no item is missing. Make sure utilities are connected. Carry traveler's checks or cash for quick payments. Plan out placement of major items in your home. If moving to a new state, you will need to renew your driver's license and revise your will and other legal papers. Locate the hospitals, police stations, and fire stations near your new home.