

Think Outside The Box: *Your Moving Checklist*

You just purchased or sold your home and are excited about your upcoming move, but not so excited about the actual moving process. It seems like all the little things you've been putting off are now becoming big things with more of an impact than you first realized. While this big event may seem overwhelming right now, the moving process can go a lot smoother if you follow these steps:

8 Weeks Before

- Create a "move file" to keep track of important moving documents..
- Check with the IRS for possible tax deductions – including moving expenses.
- Budget for moving expenses and start collecting estimates.
- Begin researching moving companies.

7 Weeks Before

- Start compiling medical and dental records. Ask your doctors if they can refer you to a care provider in your new city.
- Arrange to have school records transferred to your children's new school district and/or daycare.
- Get copies of any legal and financial records you need.
- Call your insurance agent to see if your policies will change in your new states. Ask if moving is covered and arrange for insurance for your new home.
- Contact health clubs or other organizations you have joined. Ask how to move, sell, or end your membership.

6 Weeks Before

- Make a list of things that are valuable or difficult to replace. Plan on shipping these by certified mail or carrying them with you.
- Make a list of friends, relatives and businesses to notify of your move.
- Work your way through each room taking inventory and deciding what to donate or throw away. Start planning a yard sale or contact your local charities.
- Begin using things that can't be moved, such as frozen foods.

5 Weeks Before

- Begin collecting boxes and other packing supplies.
- Begin packing items you don't use often. Also start separating and disposing of the items you've designated for a yard sale, donation or the junk yard.
- Start pinpointing a "move date". (Note: most moving companies offer lower rates Tuesdays through Thursdays, etc).
- Plan for short-term or long-term storage at destination if needed.

4 Weeks Before

- Make reservations for moving truck, etc.
- Purchase furniture pads, mattress protectors, dish protectors, two wheelers and any other moving resources.
- File a change of address with the Postal Service.
- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. (If you have "last month" deposits with services, such as the water or gas company, request your refund).
- Make travel arrangements for your pets. Don't forget to include necessary medical and immunization records.
- Advertise and host your garage sale.
- Cancel your newspaper subscription.

3 Weeks Before

- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up. Also retrieve any items out on loan.
- Have your automobile(s) serviced if you are traveling long distance.
- Prepare auto registration to be transferred.

2 Weeks Before

- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.
- Confirm travel arrangements for pets and family.
- Notify any creditors of your move.
- Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.

1 Week Before

- Contact your moving truck company to confirm the pick-up time for your truck.
- Notify friends and family of your new address and phone number.
- Finish packing and prepare an "essentials" box. Designate several moving boxes and items as "last load" items. Pack your suitcases and valuables separately.
- Drain water hoses and waterbed.
- Empty, defrost and clean your refrigerator at least 24 hours before moving day.
- Prepare all appliances for loading.
- Fill any prescriptions or medications you will need for the next couple of weeks.
- Make childcare arrangements for moving day.