

# Moving Checklist

*Use this helpful Moving Checklist to assist you in planning your move.*

## ***8 Weeks Before Moving***

- Create a "move file" to keep track of estimates, receipts and other important information.
- Check with your accountant to see what expenses can be deducted on your next tax return.
- Begin contacting moving companies to obtain estimates. Be sure to get binding estimates. You can contact the local Better Business Bureau to see if there have been any consumer complaints.
- Contact your insurance agent about coverage on your personal belongings while they are in transit. Movers are limited by law regarding what they can give you for lost or damaged property.
- Document an inventory of your belongings before you pack. Pictures or video tape work well. Also, record serial numbers of electronic equipment.
- Ask your Restaino & Associates account representative to obtain a relocation packet from a real estate company in the city you are moving to.

## ***7 Weeks Before Moving***

- Start pulling together medical and dental records - including prescriptions and shot records. Ask your existing doctors if they can refer you to a care provider in your new city and have them transfer your prescriptions if you are not filling your prescriptions through a national drug store chain
- Arrange to have school records transferred to your children's new school district and/or daycare. If you are unsure of your new school district, be sure to get names and phone numbers of local school administration employees who can help you out once you have an accepted offer on a new home.
- Contact health clubs or other organizations you have joined. Ask how you can end, sell or transfer your membership.

## ***6 Weeks Before Moving***

- Make a list of things that are valuable or difficult to replace. Plan on carrying them with you.
- Make a list of friends, relatives and businesses who need to be notified of your move.
- Start planning a yard sale or contact your local charities. There will be a lot of items you no longer need that can be of benefit to others.
- Check with your local sanitation department to see how to get rid of unused paints and other volatile organic compounds.

## ***5 Weeks Before Moving***

- Start collecting boxes and other packing supplies. Your local grocery store or department store may be able to help you out.
- Start researching your new community. The Internet is a great resource for finding online chambers-of-commerce and community guides.

## ***4 Weeks Before Moving***

- File a change of address. If you don't know what your new address will be, ask the postal service to hold your mail in their office in your new city.
- Contact utility companies to disconnect, transfer or connect services. Plan on keeping current services through your move date and having new ones available prior to your move-in date.
- Call your newspaper courier and set a date to cancel your subscription.

- Open a checking account in your new city to avoid having to use temporary checks upon arrival.

## ***3 Weeks Before Moving***

- Make sure all library books have been returned and that all dry cleaning or items out for repair have been picked up.
- Start packing items you don't use often. Also start disposing of the items you've designated for a yard sale, donation or the junk yard. If you donate, be sure to get a receipt for income tax purposes.
- Decide if you will keep your plants or give them away.
- If you will be driving your vehicles to your new city, consider having your automobile(s) serviced to be sure it is ready for the trip.

## ***2 Weeks Before Moving***

- Contact your bank and/or credit union to transfer or close accounts. Be sure there are no outstanding checks or automatic payments that haven't been processed. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.
- Confirm travel arrangements.
- Collect valuables from safety deposit box. Make copies of any important documents before mailing, or hand carry them to your new location.

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

- Finish packing. Prepare a box of important items such as medications that you will keep with you at all times. You may wish to keep expensive jewelry in your possession at all times as well.
- Drain all gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Empty, defrost and clean your refrigerator at least 24 hours before moving day.

## ***Moving Out***

- Check every room, closet and cabinet one last time before deciding everything is loaded.
- Defrost freezer and refrigerator. Leave doors open and unit unplugged if home will be vacant for a long period of time. If you are being transferred by your employer, check with the Human Resources Department to see how they would like this handled.
- Leave a note with your new address in the house so that future residents can forward any stray mail.
- Keep a friend or family member informed of your plans and "whereabouts" in case of an emergency or unforeseen event.

## ***After the Move***

- Keep all receipts and documentation in your move file and store the file in a safe place.
- Get a new driver's license and new license plates for your automobile.
- Contact your new insurance agent to verify coverages if you are switching providers.
- Register to vote.
- Contact the local paper for a new subscription.
- Take time to drive around and locate the hospitals, police station and fire stations near your home.