

# Century 21 Cottage Realty

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## **1 to 2 Months Before Your Move**

- Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates
- See if your employer will provide moving expense benefits
- Research storage facilities if needed
- Schedule disconnection/connection of utilities at old and new addresses
  - Phone
  - Internet
  - Cable
  - Water
  - Garbage
  - Electric
- Plan how you will move vehicles, plants, pets and valuables
- Plan how you will arrange furniture in the new place using a floor plan or sketch
- Hold a garage sale, donate, sell or trash unnecessary items
- Schedule transfer of records (medical, children in school, etc.)
- Get copies of any records needed (medical, dental, etc.)
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.)
- Make any home repairs that you have committed to making
- Return borrowed, checked-out and rented items
- Get things back that you have lent out
- Start using up food you have stored so there is less to move

## **3 to 4 Weeks Before Your Move**

- Finalize moving method and make necessary arrangements
- Begin packing non-essential items
- Label boxes by room and contents
- Separate valuable items to transport yourself – Label as “DO NOT MOVE”
- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on moving day and label as “PARTS – DO NOT MOVE”
- Create an inventory list of items and box contents, including serial numbers of major items and use this as an opportunity to update your home inventory.
- Fill out a *Change of Address* form at the post office or online
- Provide important contacts with your new address:
  - Employers
  - Family & Friends
  - Attorney
  - Accountant
  - Others
- Notify your insurance and credit card companies about your change of address
- Cancel automated payment plans and local accounts/memberships if necessary
- Take your vehicle(s) in for a tune-up, especially if you are traveling very far away

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## **1 to 2 Weeks Before Your Move**

- Continue packing and clean as you go
- Pack items separately that you will need right away at your new place
- Plan to take the day off for moving day
- Find useful things for your children to do – involve them as much as possible
- Find someone to help watch small children on moving day
- Begin to pack your suitcases with clothes and personal items for the trip
- Confirm your method of moving with those involved
- Make sure your prescriptions are filled
- Empty out your safe deposit box, secure those items for safe travel
- Schedule cancellation of services for your old place
  - Newspaper
  - Housecleaning
  - Lawn
  - Pool
  - Water Delivery
- Check your furniture for damages – note those damages on your inventory
- Take furniture apart if necessary (decks, shelves, etc.)
- Make sure all paperwork for the old and new places are complete
- If traveling far, notify credit card company to prevent automated deactivation
- Get rid of flammables such as paint, propane, and gasoline
- Try and use up perishable foods

## **2 to 4 Days Before Your Move**

- Confirm all moving details and that you have all the necessary paperwork
- Make a schedule or action plan for the day of the move
- Plan when and how to pick up the truck (if rented)
- Prepare for the moving expenses (moving, food, lodging)
- Continue cleaning the house as you are packing
- Defrost your freezer and clean the fridge
- Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc.)
- Pack a bag for water bottles, pen and paper, snacks, documents, and essentials
- Set aside boxes and items that you are moving yourself (make sure you'll have room)

## **Moving Day**

- Remove bedding and take apart beds
- Go early to pick up the truck if you've rented one

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- Take movers/helpers through the house to inform them of what to do
- Walk through the empty place to check for things left behind – look behind doors
- Leave your contact info for new residents to forward mail
- Take inventory before movers leave, sign bill of lading
- Make sure your movers have the correct new address
- Lock the windows and doors, turn off the lights
- Use a padlock to lock up the rented truck

### *At your new place...*

- Verify utilities are working – especially power, water, heating and cooling
- Perform an initial inspection, note all damages, take photographs if needed
- Clean the kitchen and vacuum as needed (especially where furniture will be going)
- Direct movers/helpers where to put things
- Offer drinks and snacks, especially if the helpers are volunteers
- Assemble the beds with bedding
- Begin unpacking, starting with the kitchen, bathrooms and other essentials
- Check for damages while unpacking – be aware of deadline for insurance claims
- Replace locks if necessary and make at least 2 copies of your new keys
- Confirm that mail is now arriving at your new address
- Make sure your previous utilities have been paid for and canceled
- Complete your change of address checklist
  - Bank       Credit Cards       IRS       Loans       Insurance       Pension Plans
  - Attorney       Accountant       Physicians       Family Support
  - Newspapers       Magazines       Licenses       Memberships
- Schedule a time to get a local drivers' license and update vehicle registrations
- Get local phone books and maps
- Find new doctors, dentists, etc., depending on your needs and insurance
- After you are moved in, update your home inventory, including photos of rooms
- Update your renters insurance or homeowners insurance if necessary

***Happy Moving!***