

4 – 6 WEEKS BEFORE THE MOVE

- Call for moving estimates.
- Make reservation with your local mover: **Move It Now** - four to five weeks from your move date will allow for the sales representative to visit your home. This will also help you reserve specific service dates.
- Start to clean out attics, basement, garage, and storage sheds for things you won't bring with you; It costs to ship it so if you don't need it, get rid of it!
- Consider a garage sale or donate to charity the items you won't be taking with you.
- Purchase packing boxes, supplies, markers and tape from **Move It Now**.
- Call the Chamber of Commerce and Visitor's Convention Bureau in your new town and get their new resident information packet.
- Contact charge accounts, insurance companies, magazines, organizations and clubs, to notify them of your change of address.
- Start using up items such as frozen foods and cleaning supplies that you won't be able to move.
- Complete U.S. Postal Service change of address forms and get plenty of change of address cards.
- Arrange for school, medical, dental, legal, accounting and veterinary records to be transferred.
- Obtain necessary automobile licensing and registration information for your new state or city.

2 – 4 WEEKS BEFORE THE MOVE

- Put aside items you will be using during the month prior to your move.
- Start Packing – most importantly, fill boxes to capacity. Under-filled boxes can get crushed or over-filled may fall apart. Pick the right size box – boxes should be between 25-35 lbs each.
- If you pack yourself, label all boxes as you pack. Write fragile on boxes of china or glassware. Write the destination by room on top and sides of each box. You may wish to color code rooms.
- Save all your bills for crucial information such as account numbers and customer service phone lines.
- Cancel local newspaper and get a mail subscription to the local paper in your new location to familiarize yourself with the community.
- Contact all current and new location utility companies(gas, water, electric, cable TV, phone, trash collection)and other services to schedule disconnection and connection dates for utilities.
- Make arrangements for relocation of pets and plants.
- Collect important papers such as insurance, wills, deeds, stocks, and tax documents and move valuables to safe deposit box to prevent loss during the move.

- Arrange to close local bank accounts and open new ones in new location.
- Make the necessary travel arrangements for the family.
- Keep extra cleaning supplies handy for last cleanup(bucket, broom, rags).

LAST WEEK BEFORE THE MOVE

- Mail change of address forms.
- Clean stove and disconnect stereo and major appliances 1 to 3 days prior to move. Allow refrigerator and freezer to defrost and fully dry out.
- Lawn mowers and similar tools have had all the gasoline emptied from them(exception: riding mowers should have about one eighth of a tank left). All propane tanks are detached and removed from grills, campers, etc.
- Cars to be transported, have their gas tanks reduced to one half of a tank or less.
- Any items which, when removed, would leave damage to the wall (screw holes, nail holes, glue marks, etc.) are dismantled.
- Pack the necessary amount of clothes, toiletries, and bedding for each person in your family to get you to your new location.
- Make plans for care of small children on moving day.
- Pack a box of items you will need immediately upon arrival at your new home and have movers put this box on the truck last or take it with you.
- Separate luggage or boxes you will take with you so they don't get packed. Clearly mark them "Do Not Move".
- Any items you prefer to have packed together are located in the same general area.
- Fill any necessary prescriptions or medications.

DAY BEFORE THE MOVE

- Get sufficient cash to allow for unexpected delays.
- Do NOT disconnect phone until the day after loading.
- Say good bye to neighbors and friends.

MOVING DAY

- Plan on spending entire day at the house with the movers. Stay until the movers have gone.
- Have beds stripped and ready to be packed.
- Record utility meter readings (gas, electric, water).
- Stay with moving driver to oversee inventory of goods and to give him directions to your new home and numbers where you can be reached prior to delivery.

- ENJOY! With the excellent planning you have done, you can relax while **Move It Now** does all the work on moving day!

