



The key survival tactic to moving is getting an early start, especially if you are relocating. When you have a relocation deadline, everything has a domino effect. If you don't allow some leeway, you can end up behind schedule even before packing a single box. There is a lot to be done, and to make sure you have enough time for the important things – like saying good-bye to friends and family – we have developed this organizational list so you will be relaxed and ready to go.

### **6 TO 8 WEEKS**

- Contact American Moving and Storage and tell them the dates you plan to be moving. Provide a list of all items to be packed and moved and receive your guaranteed moving price. Unless you are given a binding estimate, the cost can vary, depending on the actual weight of items and any extra services.
- Decide if you are going to pack yourself or have the movers do it.
- Arrange for a house-hunting trip in your new city. Get in touch with a real estate agent or subscribe to the Sunday edition of the newspaper for several weeks.
- Establish credit in your new city. Arrange for a transfer of funds and the content of your safety deposit box.
- Check personal insurance policies to see whether moving is covered. Transfer fire, theft, and other personal property insurance to ensure coverage at your new home.
- Gather information on prescriptions. Get current phone numbers and addresses of your doctor and dentist.
- Transfer, sell, or resign from clubs and associations. Arrange to transfer school records and secure transcripts from the school district.
- Start collecting suitable containers and packing materials if you plan to do the packing yourself.

### **4 TO 6 WEEKS**

- Prepare a list of friends, relatives, business firms, and others who need to be notified of you move.
- Make plans to cancel all utilities.
- Pick up all dry cleaning and anything left at the tailor or cobbler.
- Set a date to cancel the newspaper.
- Consider having a garage sale to dispose of unwanted clothes or furniture.
- Begin to use up large supplies of foods and other household items. Buy only what you will need to use before moving.
- Alert the post office that you will be moving. If you don't yet know your permanent address, the post office can hold your mail for you. Send out change of address cards. First-class mail is forwarded free of charge for one year, and newspapers and magazines are forwarded for 60 days.



### **2 TO 3 WEEKS**

- Take the family for a farewell visit to some of the places that hold happy memories.
- Take your car in to have it checked for the upcoming road trip.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations.
- Collect all items that were being repaired, cleaned, or stored.
- Return library books and anything else you may have borrowed.

### **3 DAYS BEFORE**

- Pack suitcases for the trip to your new house. Put in extra clothes for emergencies.
- Pack an "Instant Aid" box containing things you will need upon arrival: sponges, paper towels, powdered detergent, paper plates, toothpaste, light bulbs, hammer, trash bags, hand soap, and toilet paper.
- Empty the refrigerator and freezer so they can dry at least 24 hours before the movers arrive.
- Take the telephone directory with you. It will be useful in case you need to contact former doctors or business contacts.

### **1 DAY BEFORE**

- Unplug all TV sets 24 hours in advance so they will be at room temperature the day of the move. Moving a set in which heat is retained could cause internal damage.



### **MOVING DAY**

- Point out to packers any extra fragile items needing special attention.
- Mark any items you do not want moved.
- Be on hand when the movers arrive. It is important that someone be authorized to take your place if you are unable to be there. It is your responsibility to see that all your goods are loaded, so remain on the premises until loading is complete.
- Approve and sign the bill of lading. This states the terms and conditions of the move and is your receipt for the shipment.
- Be sure the van driver has the exact address of your destination. Keep your telephone connected during moving day.
- Leave a note of your new address in the house so the new occupants can forward any mail.

### **AT DESTINATION**

- Be present to accept the delivery. If you can't be there personally, appoint someone to accept the delivery.
- Check your goods as they are unloaded. If anything is missing, note it on the inventory sheet. By signing the sheet, you are acknowledging receipt of all items listed.
- Keep all your documents relating to the move in a safe place. You will need them for verification of moving expenses when you file your federal income tax returns.
- Check with the post office for any mail being held, and begin delivery.
- Take a few minutes to relax. You've earned it!