



## **COUNTDOWN TO MOVING DAY**

### **2-3 Weeks Prior to Moving Day**

- ☐ Go through your house or apartment from top to bottom – the attic, closets, basement, garage and patio. Decide what to discard and what to move. You may want to have a garage sale to dispose of unwanted items.
- ☐ Begin to use up frozen foods. The moving company will not ship frozen foods.
- ☐ Make family travel plans including motel or hotel reservations.
- ☐ If you plan to drive, have your car checked to be sure that it is in top condition for your trip.
- ☐ Prepare a floor plan of your new home to facilitate unloading and packing.
- ☐ Have your rugs cleaned if storage in transit is necessary.
- ☐ Inform your insurance company of the move and contract for property coverage on your new home.
- ☐ Notify the post office, magazine publishers, charge accounts, clubs, insurance companies, etc., of your change of address.
- ☐ Arrange to have your bank accounts transferred to your new location.
- ☐ Collect school, medical and dental records. Ask for referrals in the new location.
- ☐ Collect veterinary record. Ask about special health requirements to ship your pet.
- ☐ Contact the local Department of Motor Vehicles to determine vehicle registration requirements.
- ☐ Contact an appliance service representative to prepare your appliances for the move. The work should be done the day before the move. Items that may need service both at your old location and new location include your refrigerator, range, freezer, washer, dryer and stove.

### **1 Week Prior to Moving Day**

- ☐ Transfer utilities. Your telephone should be left in service through your moving day to handle last minute details or emergencies.
- ☐ Renters should arrange to have utilities disconnected. The day of the actual move is best to have them disconnected.
- ☐ Arrange to transfer valuables such as jewelry, deeds and stamps or coin collections. You can either send them by registered mail or take them yourself. These items should never be shipped on the moving van.
- ☐ Arrange to ship your pets, if necessary.
- ☐ Pick up any clothing at the laundry or dry cleaners.
- ☐ Arrange to stop your newspaper and other home deliveries.
- ☐ Make final arrangements for disposing of frozen foods.

### **2 Days Prior to Moving Day**

- ☐ Empty the refrigerator, defrost the freezer, and thoroughly dry both. Leave the door open for at least 24 hours before moving day to avoid mildew. Place baking soda inside to prevent odors.
- ☐ Tape shut the tops of all bottles, jars and spillable items to be transported by the moving company.
- ☐ Drain the fuel and oil from all power machinery that will be moved. Properly dispose of all flammable items such as cleaning fluid, aerosol cans, paint, matches, gasoline, oil, acids and chemicals. The moving company cannot transport these items.
- ☐ Check the contents of bureau drawers. Remove all valuable and breakable items. You may leave clothing and other lightweight items in the drawers. However, remove any heavy items where they may damage the drawer glides of the furniture itself.
- ☐ Arrange to take houseplants with you in the car or give them away. They cannot be moved on the van.



- ☐ Pack your suitcases for the trip to your new location.

### **1 Day Prior to Moving Day – Packing Day**

*\* On packing day, plan to stay at home to let the appliance and utility representatives in and to advise packers.*

- ☐ Advise the packers of fragile items that need special packing. Show the packers any items that should not be removed.
- ☐ Wash and dry any dirty dishes and cooking utensils and put them back in the cabinets and drawers. It's easier for the moving company to pack these items as you store them in your home.
- ☐ Leave rugs on the floor.
- ☐ Leave hanging mirrors and pictures on the walls. The packers have special cartons for these items.
- ☐ Make final inspections of closets, cabinets, drawers and other storage areas to make sure nothing is overlooked.
- ☐ Pack an "Open First" box for the new home. This will contain items you will need immediately (bath items, sleeping needs, utensils, plates, hardware, and basic tools).

### **Moving Day**

- ☐ Accompany the movers through the house as they inventory your belongings.
- ☐ Make sure that the exact condition of each item is satisfactorily recorded on the inventory. This documentation will support your claim should anything be damaged during the shipment.
- ☐ Stay at home until everything is loaded on the truck.
- ☐ Make a final inspection check, read and sign the inventory. Be sure the driver gives you a copy.
- ☐ Sign the packing receipt and loading bill. Be sure to get a copy of the loading bill. It includes the terms and conditions concerning your household belongings.
- ☐ Give the driver your new home phone number or another number where you can be reached.

Before leaving the house:

- ☐ Turn off light switches. Disconnect any telephones. Turn down the furnace thermostat (but not off in winter) or shut off central air conditioning.
- ☐ Lock windows and doors.
- ☐ Keys given to designated representative.

### **Moving Into Your New Home**

*\* Plan to be at your new home when the truck arrives*

- ☐ Show the movers where to place furniture. The movers will lay large area rugs and reassemble your beds.
- ☐ Before signing a delivery receipt, make sure that everything has been received in good order. Make notations of any damage or loss on the loading bill or delivery receipt.
- ☐ Contact the telephone company and utility companies to transfer service charges to your name.