



## BEFORE YOU MOVE – MOVING CHECKLIST

The following information is intended to make your relocation process successful and as stress free as possible. This document may be used as a check list should you wish additional assistance in keeping track of items that have been, or are yet to be, completed. Please assure that all items dealing with communication to our department, packing, truck access, preparation for loading and unloading of your goods, and any other items associated with our moving of your goods, are completed within the outlined time frames. If you are moving “last minute” you must complete all of the items up to the current timeframe as quickly as possible. In addition, we have included other general items, suggestions, and reminders to smooth your transition to a new location.

### 4 to 6 Weeks Before Your Move:

- Fax or email the *Inventory of Household Goods* and the *Relocation Information Form*.
- Start packing early, especially the items you infrequently use or will not use prior to your move. Don't underestimate how long it will take to pack.
- Make sure a 75 foot tractor-trailer can get to your home. Please check for low wires, low tree branches, and low bridges or overpasses. The truck must have a minimum height clearance of 13ft. 6 inches. A truck of this size requires a large turning radius, therefore, please check for sharp corners, narrow streets, or streets that are often lined with cars and become very narrow. There should be a 100ft. clear space along the curb in front of your home for loading/unloading.
- Notify the post office that you are moving. An on line change of address form is available at [www.usps.com](http://www.usps.com). Click on “All Products and Services”. There you will click on “Change Your Address”. You must complete a change of address form for each person receiving mail at your address.
- Alert the following entities to your upcoming relocation.
  - Pharmacy
  - Dry Cleaner
  - Lawn Service
  - Bank / Finance Companies
  - Credit Card Companies
  - Laundry Service
  - Auto Finance Companies
  - Health Club
- Contact the following professional services and gather any necessary paperwork that must move with you.
  - Doctor (s)
  - Dentist
  - Accountant
  - Lawyer
  - Broker
  - School
  - Insurance Agencies

- Cancel or forward your publications.
  - Newspapers
  - Magazines
  - Newsletters
  - Professional Journals
  
- If applicable, notify the following government agencies.
  - Department of Motor Vehicles
  - Social Security Administration
  - State/Federal Tax Bureaus
  - City/County Tax Assessor
  - Veterans Administration
  
- Have a garage sale or use an on-line auction service to dispose of items you no longer want or need. Consider donating unwanted clothes or household goods to a charitable organization.
- Eat at home more often. Use your supplies of canned goods, pantry items, frozen food, and refrigerated items. Buy only what you will eat prior to leaving.
- Use your cleaning supplies. They are difficult to pack and transport. Don't replace them when they run out, or make sure there will only be small amounts left when you leave and dispose of them on your way out the door.
- Make your transition easier by drawing a floor plan of your new home and indicating furniture placement. Have this ready for the mover when he arrives.
- Obtain an extra month's supply of Rx medication so you don't run out during your transition.

**2 to 3 Weeks Before Your Move:**

- Confirm any additional locations where your goods will be picked up or dropped off that are different from your main addresses.
- Dispose of flammable items. Federal law will not allow us to carry certain items. Please refer to the "Items We Cannot Carry" document.
- Do not wax or oil antique or other fine wood furniture as some products may soften the wood and/or finish leaving them vulnerable to imprints from furniture pads.
- Do not clean upholstered furniture. If not completely dry prior to moving, the moisture could lead to mildew and stains, especially if the furniture will be stored.
- Schedule utilities to be turned off at your current residence after your scheduled move date, and turned on at your new home by your arrival date.
  - Electric
  - Gas
  - Water
  - Telephone
  - Sewer
  - Trash
  - Cable
  - Satellite
  - Internet
  - Fuel (Oil or Propane)
- Change the billing address for any companies whose services you will retain when you move. Don't forget loan agencies.
- Take the family on a tour of some of the places that hold happy memories.
- Packing is stressful. Have a little fun. Schedule a party night at your house or at a local park, have a barbeque, keep it simple and relax.
- Have a going away party for the children and their friends.

- Make family travel plans, reserve hotel rooms, plane tickets, plan your route, look for fun things to do along the way.
- If you are driving, have the car serviced and checked for the trip.
- If you haven't done so already, get copies of children's school records or arrange for transfer. Obtain immunization records, medical and dental records, pet medical and immunization records, and Rx information.
- Transfer records to your new insurance company. Check to see if your move is covered by homeowners insurance. Assure that your new home will have fire, theft and personal property insurance prior to your move.
- Find a bank in your new town and open a new account. Transfer enough funds so that you will have ready access to money as soon as you relocate.

### 1 to 2 Weeks Before Your Move:

- Our driver will contact you to answer any questions and establish a load time.
- Notify us if you will be unable to meet your scheduled move date.
- Decide what to do with houseplants. Please refer to the document *Items We Cannot Transport* for more information.
- Drain fuel from your lawn mower and any other gas powered devices that are to be transported.
- Clean lawn equipment and porch or patio furniture.
- Drain water from garden hoses.
- If you live in an area of the country identified by the USDA as a Gypsy Moth Quarantine area, please print and complete the Gypsy Moth Inspection form located on our site. You may refer to the Gypsy Moth Quarantined Areas – State and County List we have provided to see if this is applicable to you.
- If you are shipping your automobile, run the gas tank close to empty and only add the minimum you need. The gas tank should be as close to empty as possible when loaded onto the moving van.
- Make arrangements for your transportation should you need to drive your car to an alternate location for loading or unloading.
- Have the security pins available for any front load washing machine. These **MUST** be installed to prevent damage during transport. **If the pins are not in place, we do not cover damage.**
- If you are moving a Jacuzzi or hot tub, have it drained, cleaned and disconnected. Turn it on its side to drain remaining water. If water remains in the piping when it is loaded, your household goods may be damaged.
- Remove all large artwork from the wall and have any valuable items (artwork, marble, slate, granite etc.) crated.
- If you have items being moved from, or moved to storage, make arrangements for access to the storage complex and alert management that a large semi truck will be moving your goods.
- Collect all items which are yours but might be out of your possession. Dry cleaned items, safety deposit boxes, keys, shoes or watches being repaired, lay away, storage, locker at the gym, etc.
- Begin packing a suitcase with weather appropriate clothes for your destination.
- Return items that may have been borrowed, library books, rented movies etc.
- Take your pets for a medical exam and update any needed shots. Obtain your pets medical and immunization record and talk to the vet about transporting your furry friend.

- Pack all important mail into one box.
- Make arrangements to have any deposits returned.

**Day Before Your Move:**

- All items that could go in boxes must be in boxes and all boxes must be packed and sealed.  
**Loose items not packed or boxed may not be moved.**
- Have all items not being moved in one or two locations. Make sure they are well separated from items being moved.
- Clear a wide path of travel through all hallways. Make sure stairways, doors, porches and driveways are clear.
- Remove potted plants, door mats, low hanging items and throw rugs.
- The refrigerator and/or freezer must be empty, defrosted and dry.
- Check closets, cabinets, garage, and storage areas for any items that have been overlooked.
- If you live in a building with elevators, notify the management that you will need use of the elevator.
- If you live in an apartment or condo complex, secure management approval for the entry of a large semi truck.
- Pack clothing and toiletries for your trip. Have these items, along with any important paperwork, valuables, travel documents, prescription medication, pet and child supplies, and items you will immediately need in your new home, in one specific location.
- Get rid of all trash. Have all trash removed from the property or put in one, out of the way location.