

# MOVING AND PACKING TIPS

The process of moving is long and complex. Being organized, knowing what needs to be done, and tackling tasks efficiently can make your move significantly less stressful. Here's a checklist to keep you on task and help make your move successful.

## SIX TO EIGHT WEEKS BEFORE:

- ☐ Use up things that may be difficult to move, such as frozen food.
- ☐ Get estimates from professional movers or from truck rental companies if you are moving yourself.
- ☐ Once you've selected a mover, discuss insurance, packing, loading and delivery, and the claims procedure.
- ☐ Sort through your possessions. Decide what you want to keep, what you want to sell and what you wish to donate to charity.
- ☐ Record serial numbers on electronic equipment, take photos (or video) of all your belongings and create an inventory list.
- ☐ Change your utilities, including phone, power and water, from your old address to your new address.
- ☐ Obtain a change of address packet from the post office and send to creditors, magazine subscription offices and catalog vendors.
- ☐ Discuss tax-deductible moving expenses with your accountant and begin keeping accurate records.

## TWO TO FOUR WEEKS BEFORE:

- ☐ If you're moving to a new community, contact the Chamber of Commerce and school district and request information about services.
- ☐ Make reservations with airlines, hotels and car rental agencies, if needed.
- ☐ If you are moving yourself, use your inventory list to determine how many boxes you will need.
- ☐ Begin packing nonessential items.
- ☐ Arrange for storage, if needed.
- ☐ If you have items you don't want to pack and move, hold a yard sale.
- ☐ Get car license, registration and insurance in order.
- ☐ Transfer your bank accounts to new branch locations. Cancel any direct deposit or automatic payments from your accounts if changing banks.
- ☐ Make special arrangements to move pets, and consult your veterinarian about ways to make travel comfortable for them.
- ☐ Have your car checked and serviced for the trip.
- ☐ Collect items from safe-deposit box if changing banks.

## TWO TO THREE DAYS PRIOR:

- ☐ Defrost your refrigerator and freezer.
- ☐ Have movers pack your belongings.
- ☐ Label each box with the contents and the room where you want it to be delivered.
- ☐ Arrange to have payment ready for the moving company.
- ☐ Set aside legal documents and valuables that you do not want packed.
- ☐ Pack clothing and toiletries, along with extra clothes in case the moving company is delayed.
- ☐ Give your travel itinerary to a close friend or relative so they can reach you as needed.



*Pack a “first day” box with items you will need right away.*

#### MOVING DAY: OLD HOME

- ☐ Pick up the truck as early as possible if you are moving yourself.
- ☐ Make a list of every item and box loaded on the truck.
- ☐ Let the mover know how to reach you.
- ☐ Double-check closets, cupboards, attic, basement and garage for any left-behind items.

#### MOVING DAY: NEW HOME

- ☐ Be on hand at the new home to answer questions and give instructions to the mover.
- ☐ Check off boxes and items as they come off the truck.
- ☐ Install new locks.
- ☐ Confirm that the utilities have been turned on and are ready for use.
- ☐ Unpack your “first day” box (see list for suggested contents).
- ☐ Unpack children’s toys and find a safe place for them to play.
- ☐ Examine your goods for damage.

#### MOVING ESSENTIALS:

- ☐ furniture pads
- ☐ handtruck or dolly
- ☐ packing tape
- ☐ bubble wrap
- ☐ newspapers or packing paper
- ☐ scissors
- ☐ utility knife
- ☐ labels
- ☐ felt-tip markers
- ☐ cornstarch packing “peanuts”
- ☐ plenty of boxes

#### FIRST DAY BOX:

- ☐ scissors
- ☐ utility knife
- ☐ local phone book
- ☐ coffee cups
- ☐ teakettle
- ☐ instant coffee or tea, soft drinks
- ☐ pencil and paper
- ☐ soap
- ☐ bath towels
- ☐ trash bags
- ☐ shelf liner
- ☐ paper plates
- ☐ snacks
- ☐ toilet paper
- ☐ children’s toys and books