

1 MONTH BEFORE -- CHECK OUT YOUR COMPANY RELO PACKAGE

- Determine what expenses will be paid by your company
- Determine what expenses you will have to cover yourself
- Start a log of moving expense receipts (some may be deductible)

1 MONTH BEFORE -- GET A WRITTEN MOVING ESTIMATE

- Get estimates from two or more movers
- Including written commitment of pickup and delivery dates
- Get and check references
- Check the limits of the insurance offered
- See if the insurance offered covers replacement cost
- Purchase additional insurance, if necessary

1 MONTH BEFORE -- GIVE CANCELLATION NOTICES

- Give day care center proper notice of withdrawal
- Give notice to clubs, organizations, volunteer activities
- Cancel newspaper subscriptions and regular deliveries

1 MONTH BEFORE -- HIRE A STORAGE FACILITY

- Check the limits of the insurance offered
- See if the insurance offered covers replacement cost
- Purchase additional insurance, if necessary

1 MONTH BEFORE -- INSTRUCT YOUR BANK

- Arrange transfer of your accounts
- Order checks with new address
- Clean out your safety deposit box

1 MONTH BEFORE -- MAKE TRAVEL ARRANGEMENTS

- Hotels / temporary housing
- Rental cars / plane tickets
- Transport service for pets and automobiles, if needed

1 MONTH BEFORE -- STORE IMPORTANT RECORDS IN FIRE-SAFE BOX

- School records / pet documents
- Home purchase / sale papers
- Wills / marriage / divorce papers
- Financial records / stock certificates
- Birth certificates / social security cards / passports

1 MONTH BEFORE -- SUBMIT A CHANGE OF ADDRESS

- Turn in forms at the post office
- Mail post cards to friends and creditors

1 MONTH BEFORE -- TRANSFER IMPORTANT RECORDS

- Contact schools and arrange for transfer of student records
- Contact doctors for medical records and referrals to new physicians
- Change your insurance policies on property, auto, and medical

2 WEEKS BEFORE -- CLEAN OUT

- Take a ruthless walk-through to determine what you want to take
- Tag the rest of it and hold a garage sale or call a charity for pick-up

2 WEEKS BEFORE -- GET YOUR STUFF IN ORDER

- Clean out club, gym, and school lockers
- Pick up all dry cleaning
- Retrieve and return all borrowed items from friends and neighbors
- Return library books

2 WEEKS BEFORE -- PREPARE TO LEAVE YOUR HOME

- Arrange for the disconnection or changeover of utilities
- Begin packing less-used items
- Clean out the cupboards
- Plan remaining meals so you can pack what you don't need
- Don't buy any more perishables than you have to

7 DAYS BEFORE -- CONFIRM MOVING ARRANGEMENTS

- Dates / agreements with moving and storage companies
- Agreements with auto and pet transportation companies
- Hotel and temporary housing accommodations
- Rental car and other transportation arrangements
- Don't buy any more perishables than you have to

7 DAYS BEFORE -- LET PEOPLE KNOW HOW TO REACH YOU

- Inform friends and relatives of your forwarding address
- If you'll be without phone service, get a temporary voice mail box
- Some long-distance providers offer 1-800 voice mail numbers

7 DAYS BEFORE -- MAKE SURVIVAL BOX FOR MOVE

- Paper / pens
- Address book / stamps / envelopes
- Cellophane and heavy-duty tape / scissors
- Tape measure
- Paper cups, plates, and towels / plastic utensils / ziploc bags
- Facial and toilet tissue / soap / moist towelettes
- Instant coffee or tea / bottled drinks / snacks / can opener
- Aspirin / band-aids
- Travel alarm
- Flashlight / small tool kit
- Trash bags
- Children's games
- Spare car keys
- Phone books for the city you are leaving and your destination

7 DAYS BEFORE -- PREPARE BELONGINGS FOR PACKING

- Make an inventory list of all items going with you personally
- Keep valuable / irreplaceable items (jewelry, heirlooms) with you
- Clean out and defrost the deep freezer
- Disassemble furniture or other items
- Check yard and shed for all items that need packed
- Set aside box of cleaning supplies and the vacuum cleaner

7 DAYS BEFORE -- THINK ABOUT DECORATING YOUR NEW HOME

- Take pictures of furniture / get fabric samples and paint chips
- Create a "decorating reference file"
- Have measurements taken of the rooms in your new residence
- Use floor plans to determine where everything will go

JUST BEFORE MOVING -- CEASE USING THE REFRIGERATOR

- Remove all perishable food
- Store anything you still need in a cooler
- Clean and defrost the refrigerator and freezer

JUST BEFORE MOVING -- FINISH PACKING

- Complete packing of all household goods for the move
- Make sure all boxes are clearly marked

JUST BEFORE MOVING -- RESOLVE FINANCIAL MATTERS

- Conclude any arrangements relating to sale or lease of your home
- Purchase traveler's checks for trip expenses
- Reconcile and close or transfer bank accounts

MOVING DAY -- CONFIRM MOVING ARRANGEMENTS

- Confirm delivery address, directions, and delivery date with movers
- Make sure boxes are clearly marked
- Make sure your instructions are understood

MOVING DAY -- PREPARE YOUR HOME TO BE VACANT

- Make sure a relative, neighbor, or real estate agent has the keys
- Make sure that person knows how to contact you
- Notify insurance agent and police that the home will be empty

MOVING DAY -- VACATE YOUR HOME

- Clean the home and check entire grounds before leaving
- Check thermostat and make sure temperature is set appropriately
- Make sure all windows and doors are closed and locked
- Make sure all appliances are turned off
- Leave forwarding address, keys, and garage door opener

WHEN YOU ARRIVE -- GET UNPACKED

- Supervise moving crew on location of furniture and boxes
- Begin unpacking necessary basics first (utensils, toiletries, etc.)
- Give the kids a job to do -- let them start on their rooms
- Set kitchen and bedrooms up first, to make you feel at home

WHEN YOU ARRIVE -- PAY AND SETTLE WITH THE MOVERS

- Go over "Bill of Lading" with the moving company before signing
- Check for damaged and missing items and make a note of them
- The Bill of Lading is usually binding once signed

WHEN YOU ARRIVE -- RELAX AND SETTLE IN

- Check to make sure all utilities are on and working properly
- Let family members or friends know that you have arrived safely
- Check in with employer and real estate agent to confirm itineraries
- Now relax, order dinner out, and take a hot bath...you deserve it!