

Move In Checklist

TWO MONTHS BEFORE

- Start investigating moving company options.
- Sort through the contents of closets, drawers, and cupboards to weed out what you don't want or need. Hold a yard sale, or donate unwanted items to charity.
- Go to your children's school and arrange for their records to be transferred to their new school district.
- Budget for moving expenses.

SIX WEEKS BEFORE

- Obtain copies of medical and dental records for each family member and arrange to have veterinarian records transferred.
- Gather copies of legal and financial records.
- Contact health clubs, organization, and groups to cancel or transfer memberships.

ONE MONTH BEFORE

- Select a moving company and get written confirmation of your moving date, costs, and other details.
- Clearly label and number each box with its contents and the room it's destined for. This will help you to keep an inventory of your belongings. Pack and label "essentials" boxes of items you'll need right away.
- Go to your local post office and fill out a change-of-address form, or do it online at usps.gov.
- Alert utility companies to disconnect services the day after you move and to have new service activated several days before you arrive at your new house. Contact the chamber of commerce in your new town for information on utility services.
 - Electric
 - Water
 - Gas
 - Telephone
 - Cell phone
 - Cable/Satellite and Internet
 - Sewer
 - Trash Collection
- Start packing the things that you use most infrequently, such as the waffle iron and croquet set. While packing, note items of special value that might require additional insurance from your moving company. Make sure to declare, in writing, any items valued over \$100 per pound, such as a computer.





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TWO WEEKS BEFORE

- Notify these services/accounts of your move:
 - Auto Finance Company
 - Bank/Credit Union/Finance Companies
 - Credit Card Companies
 - Exterminator
 - Health Club
 - Health Insurance
 - Home care service providers (lawn, exterminator, snow removal etc.)
 - Laundry service
 - Magazines
 - Monthly memberships (Netflix, book of the month, etc.)
 - Newsletters
 - Newspapers
 - Pharmacy
 - Store/Gas Charge Accounts
- Notify these government offices of your move:
 - City/County Tax Assessor
 - State Vehicle Registration
 - Social Security Administration
 - State/Federal Tax Bureau (IRS)
 - Veterans Administration
- Call your moving company and reconfirm your arrangements.

ONE WEEK BEFORE

- Pack your suitcases: Aim to finish your general packing a few days before your moving date. Then pack suitcases for everyone in the family with enough clothes to wear for a few days.
- Notify your employers (new and old) of your new contact information as well as notifying your friends and family of your new address and phone number.
- Print two copies of your bill of lading (BOL) to keep in your move file.
- Pack an essentials box to keep with you during the move.
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.



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A FEW DAYS BEFORE

- Defrost the freezer: If your refrigerator is moving with you, make sure to empty, clean, and defrost it at least 24 hours before moving day.
- Double-check the details: Reconfirm the moving company's arrival time and other specifics and make sure you have prepared exact, written directions to your new home for the staff. Include contact information, such as your cell phone number.
- Plan for payment: If you haven't already arranged to pay your mover with a credit card, get a money order, cashier's check, or cash for payment and tip. If the staff has done a good job, 10 to 15 percent of the total fee is a good tip. If your move was especially difficult, you might tip each mover up to \$100. Don't forget that refreshments are always appreciated.

MOVING DAY

- Pack your first-night box.
- Accompany the mover as he or she inventories your possessions and makes condition reports.
- Load goods in a pre-designated order, saving "last load" items for the rear of your shipment.
- Before the movers leave, sign the bill of lading (ensure that the address and phone number are correct) and inventory, and keep your copies in a safe place.
- Take a family photo in your old home before you leave.

AFTER THE MOVE

- Keep all the receipts and documents in your move file and store it in an easy-to-remember location.
- Get a new driver's license and automobile tags, register to vote, etc.
- Enjoy your new Edward Andrews home!

