



Moving Made Easy Guide



Eight weeks before your move:

- If you begin packing slowly over the next few months, you can avoid packing everything at the last minute, which can be very time-consuming and can create unforeseen headaches and unnecessary stress.
- Call and reserve your moving truck and line up your friend and family helpers to help you move, or if you prefer, call professional movers.
- Write down a reminder to collect your security deposits on your utilities and your rentals.
- If you are the forgetful type, make a detailed list of all items to be moved.
- To minimize the amount of food you will need to move to our new home, start using up your frozen and your other foods.
- Notify your post office, any publications, and your credit card companies of your moving date and provide them with your new address.
- Clean out your closets, shelves, cupboards, attic, garage and basement.
- Now is a good time to get rid of items that you don't need anymore.
- Plan a garage sale or try to sell your unwanted objects on eBay, Amazon or Craigslist. You can also donate most items to charity.
- Start making arrangements for your new homeowner's policy. Call several companies and obtain multiple quotes in order to get the best deal.
- Consult your veterinarian regarding your pet's travel needs and make any necessary preparations.



- Collect the items you have loaned to your friends, such as books, CDs or tools and return the items that you have borrowed. Don't forget to return any library books as well.
- Research the schools in your new neighborhood and register your children at the appropriate school.

Four weeks before your move

- Call and re-confirm your truck rental and moving help. Make sure they will be where you need them at the correct day and time.
- Verify the date of your departure and contact your telephone, electric, gas and water companies to confirm the date to discontinue services.
- Contact your satellite provider or cable company to make arrangements to return any leased equipment, if required.
- If you have large pieces of furniture or other items that will not be going into your new home, and that you don't plan to sell or give away, you should probably rent a storage unit. Now is a good time to start packing these objects away. Strongly consider selling items that you will not use within the next 6 to 12 months, as storage unit costs can add up quickly.
- Make arrangements with utility companies at your new location to start services on the date of your move-in.
- Check the contents of your safety-deposit box. It is advisable to carry all valuables with you or send them by insured or certified mail.
- Make sure your mail will be going to the correct address. Submit a change of address form online at usps.com or at your local post office. Don't forget to change the address that's on file with your credit card companies, creditors, insurance agents, etc.



- If you are moving away from your present area, make sure to check fitness club, school or gymnasium lockers for stored belongings.
- Find a new medical doctor and dentist in the new location, if required.
- Transfer medical records and get all necessary prescriptions.

One week before your move

- Clean out your refrigerator and defrost the freezer.
- Drain fuel and/or oil from lawn mowers, chain saws, snow blowers, gas grills and kerosene heaters.
- If you are shipping cars and motorcycles, they should have only a quarter of a tank of gas.
- Don't forget to contact the new homes utility companies to verify service start dates.

Two days before your move

- You might consider washing your clothes before you move; laundry becomes an added task after moving into your new home.
- Time to clean! Before you move, and after most everything is packed, you can get your old home ready for its new residents by cleaning the windows, sweeping the floors and vacuuming the carpets. You may also want to clean the bathroom and kitchen cabinets as well as the vanity and counter tops.

One day before your move

- Pack a box of essentials items, such as shampoo, a change of clothes, a toothbrush, and label this as "The first day" box. This will eliminate the stress of digging through multiple boxes when you're getting ready to go to bed on your first night.

- If you ordered a packing crew, they will usually arrive the day before the vehicle loading. Make sure to stay at home and supervise the packing.
- Pack all valuables you want to take with you in your car. Make sure fragile items receive special attention and their boxes are marked “fragile”.
- Arrangements for your children to stay with relatives or friends.
- Label each box with its general contents and its location in the new home. Collect all house keys and arrange to leave them with the new owners, your real estate agent or landlord.
- Notify a close friend or a relative of your itinerary, in case there is an emergency.



Moving day

- Compare the mover’s inventory with your records and make sure you agree on the condition of your household goods. You might want to take photo graphs in case any dispute arises.
- Make sure you get a copy of the inventory list.
- Give one last check to every room and closet to make certain that nothing has been left

behind before the moving van leaves. Make certain the water, furnace and air conditioner are shut off or turned down and all windows are shut and locked. Also make certain that the lights are turned off.

- Check the Bill of Lading for accuracy and completeness before you sign it. Keep a copy for your records.
- Make sure you have the moving trucks' driver's name and contact information, and give him your cell number and the contact numbers at the destination.
- Confirm directions to your new home with the moving truck driver.
- Try to be at your new home before the movers: you could be charged for the movers waiting, if you are late.
- At the new home, check the appliances, the furnace and hot-water heater and contact a repair person if something is not working. It might be helpful to place a floor plan of your new home by the entrance, so the movers know where to place each piece of furniture.
- Check the condition of each box or household item as it is being unloaded.
- Make a list of all missing or damaged items on the mover's copy of the inventory form. Since you will do most of the unpacking after the movers leave, it is a good idea to put a "subject to inspection for loss or concealed damage" note on the inventory form.
- To prevent possible damage, television sets, other electronic equipment and major appliances should not be used before they have a chance to re-adjust to room temperature (at least a couple of hours).
- If newspapers are desired, contact newspapers and other services for home delivery.
- Check out your new neighborhood to get a good idea what is around and where to find things.

Once you move in

- It is important to change the door locks (don't forget the garage door lock too, if so equipped) on ALL exterior entrances. If you are handy, you can even do it yourself by either changing the entire lock, or just the keys can be changed with a key changing kit available from Home Depot, called Change-A-Lock which costs about 20 dollars or less.
- It is important that you change the access codes on the garage door opener, the access gates and the security system. If you are the handy type, the steps on how to program new codes for these units can often be found online by inputting the search terms how to change access code + units model number.
- Make certain there are smoke detectors on each level of the home. In addition to having one on each floor, there should be a smoke detector in every sleeping room and outside all sleeping areas. Replace batteries in any existing smoke detectors and test them by making certain they respond with an audible alarm when the test button is pressed and held. Make a note to replace batteries again in one year. It is a good idea, at this time, to check the manufacture date of the smoke detector. Smoke alarm manufacturers recommend that smoke alarms be changed once every ten years.
- Look at the home's driveways and walkways for trip hazards. Undertake any repairs if necessary. existing security system professionally monitored.



- Make certain all windows and doors are secure and lockable. Improve window hardware if necessary. Security rods may be added to sliding windows and doors. You might want to consider adding a new security system, if one does not exist, or having the
- Change the address of your car/s registration, the address of your driver's license, and register to vote in your new precinct.
- Create an evacuation plan of action in the event of a fire in your home. Make certain that there is an operable window and door in every room of the house. Consult your local fire department for more information on creating an evacuation plan.
- Examine the interior and exterior of the home for trip hazards. Look for loose or torn carpeting, as well as flooring and floor trim that is loose and in need of repair. Also, some earlier building styles can have sudden, unexpected drops near the homes entrances and exits. There also may be unexpected drops going from one room to another. Consider whether these sudden drops may pose safety hazards for you, your family, your children or guests. If you feel they might, now would be a good time to address them by either adding warning placards in conspicuous locations near the sudden drops or by solving the problems permanently with the help of a general or flooring contractor.
- Undertake improvements on all stairways, decks, porches and landings where there may be risk of falling or stumbling. Make certain that there are handrails or railings where there is a risk of falling; most modern building codes state that all landings, decks, and balconies that are more than 30 inches above grade require guardrails. They also require that all stairs having four or more risers to have handrails and guardrails. There are also requirements for steps. Consult local building codes for more specific information.
- Make certain to review your home inspection report and look for items where immediate improvement or further investigation is suggested. Install rain caps and/or vermin screens on all chimney flues, as required.
- Before there is an emergency, make certain you know the location of the main shut-offs for the home's water, gas, heating and electrical systems.
- Make sure to introduce yourself to your new neighbors.
- Last but not least, don't forget to enjoy your new home!



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