

# PLANNING THE MOVE



## CHANGE OF ADDRESS CHECKLIST

Give your change of address to the following:

- PRESENT AND FUTURE POST OFFICES
- ACCOUNTANTS
- ADDRESS BOOK-FRIENDS/FAMILY
- ASSOCIATIONS
- ATTORNEYS
- BANKS
- BOOK/CD/DVD CLUBS
- CATALOG COMPANIES
- CHARGE CARDS
- CHURCH/SYNAGOGUE
- CREDIT CARDS
- CREDIT UNIONS
- DENTISTS
- DOCTORS
- EMPLOYERS
- FEDERAL, STATE, AND LOCAL GOVERNMENT AGENCIES
- FREQUENT FLYER PROGRAMS
- GYM MEMBERSHIP
- HOSPITALS
- INSURANCE COMPANIES
- INTERNAL REVENUE SERVICE
- INTERNET PROVIDER
- INVESTMENT COMPANIES
- IRAS
- LENDING INSTITUTIONS
- LIBRARIES
- MAGAZINE/ONLINE SUBSCRIPTIONS
- MOTOR VEHICLE DEPARTMENT
- ROADSIDE ASSISTANCE MEMBERSHIP
- SCHOOLS
- STOCKBROKERS
- VETERINARIAN
- VOTER REGISTRATION (BOTH OLD AND NEW JURISDICTIONS)

## DISCONNECTING SERVICE & UTILITIES

Keep yourself organized by recording important information below regarding calls made to disconnect or transfer current services out of your name.

### GAS/ELECTRIC

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

### TRASH COLLECTION

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

### TELEPHONE/CELL PHONE

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

### WATER

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

### CABLE/SATELLITE TV

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

### INTERNET PROVIDER

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

### NEWSPAPER

Date Called: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date to Stop/Transfer: \_\_\_\_\_

# PACKING IT UP

## 2. Moving It Yourself

### TIPS FOR A DO-IT-YOURSELF MOVE

- If you are renting a van or truck, make reservations early.
  - 2-3 Rooms --- 15 foot truck
  - 4-6 Rooms --- 18 foot truck
  - 7-8 Rooms --- 22 foot truck
- Make sure you have these supplies:
  - Loading Ramps
  - Padding
  - Dollies
  - Boxes
- Additional Costs:
  - Insurance deductibles and drop off charges
- Loading:
  - Load heavy furniture first
  - Pad delicate items
  - Secure load
- Keep the following supplies and accessories on hand:
  - Marking pens
  - Packing tape
  - Scissors
  - Tape measure
  - All size boxes
  - Furniture pads or sheets
  - Rope or twine
  - Tool box
- Label all boxes clearly indicating the contents
- Identify each box with a number and keep a list of what is in each box
- Clearly mark fragile items
- Carry your most fragile items in the car with you
- If you have children, pack a bag of games and activities for the trip (if lengthy)

### KEEP THE BASICS HANDY

*Pack essentials in separate boxes to keep them on hand. You'll need them during the first days in your new home. It is important to identify those items that will be essential to your family during the move and the first few days to help ensure a smooth transition.*

#### Personal Items:

- |  |  |
|--|--|
| <input type="checkbox"/> Comfortable Clothing        | <input type="checkbox"/> Alarm Clock       |
| <input type="checkbox"/> Linens                      | <input type="checkbox"/> Toilet Paper      |
| <input type="checkbox"/> Toiletries/Cosmetics        | <input type="checkbox"/> First Aid Kit     |
| <input type="checkbox"/> Towels                      | <input type="checkbox"/> Daily Medications |
| <input type="checkbox"/> Toothbrushes/<br>Toothpaste | <input type="checkbox"/> Shower Curtain    |
| <input type="checkbox"/> Iron                        | <input type="checkbox"/> Soap              |
|  | <input type="checkbox"/> Tissues           |

#### Shortcut Meals

- |  |   |
|--|---|
| <input type="checkbox"/> Disposable Plates/Cups            | <input type="checkbox"/> Pots and Pans      |
| <input type="checkbox"/> Utensils, Can/Bottle<br>Opener    | <input type="checkbox"/> Paper Towels       |
| <input type="checkbox"/> Dish Soap and Sponges             | <input type="checkbox"/> Plastic Containers |
| <input type="checkbox"/> Foil or Plastic Wrap              | <input type="checkbox"/> Dish Towels        |
| <input type="checkbox"/> Instant Coffee, Creamer and Sugar |   |

#### To Settle In:

- |   |  |
|---|--|
| <input type="checkbox"/> Telephones           | <input type="checkbox"/> Mop and Broom     |
| <input type="checkbox"/> Light Bulbs          | <input type="checkbox"/> Cleaning Products |
| <input type="checkbox"/> Garbage Can and Bags | <input type="checkbox"/> Scrub Brush       |
| <input type="checkbox"/> Extension Cords      | <input type="checkbox"/> Pail              |
| <input type="checkbox"/> Tool Kit             | <input type="checkbox"/> Vacuum Cleaner    |
| <input type="checkbox"/> Flashlight           | <input type="checkbox"/> Shelf Liner       |
| <input type="checkbox"/> Ladder or Step Stool | <input type="checkbox"/> Rope/Twine        |
| <input type="checkbox"/> Dust Cloth           | <input type="checkbox"/> Matches           |

#### Activities for Kids:

- |   |  |
|---|--|
| <input type="checkbox"/> Favorite Toys  | <input type="checkbox"/> Small Surprise Gift |
| <input type="checkbox"/> Coloring Books | <input type="checkbox"/> Books               |
| <input type="checkbox"/> Crayons        | <input type="checkbox"/> Puzzles             |



# CHECKLIST FOR SUCCESS!

## TWO MONTHS BEFORE

- Collect cartons, gather moving supplies.
- Select mover and go over all details of the move.
- Begin packing unnecessary items.
- Have a yard sale or donate items to charity.
- Plan menus to use up food in the cupboards.
- Contact IRS or your accountant regarding tax deductible expenses.

## ONE MONTH BEFORE

- Begin packing.
- Notify post office of change of address.
- Notify utility companies of changes or disconnections.
- Notify newspaper of address change or discontinuation.
- Collect and keep important papers handy.
- Save moving receipts.
- Make any reservations for lodging.
- List important new phone numbers.
- If employer helps pay moving expenses, confirm what preparations you will be required to make.
- Decide what goes with you, what to sell, and what to give away.
- Hold a garage sale or donate items.
- Finalize arrangements with your moving company, or make reservations if you're renting a truck.
- Call friends and relatives to let them know when and where you're moving.

## TWO WEEKS BEFORE

- Clear up outstanding accounts.
- Transfer checking and saving accounts and contents into safe deposit box.
- Cancel any direct deposit or automatic payment arrangements on bank accounts that will be closed.
- Call telephone company for assistance in arranging telephone service for your new home.
- Arrange for pet travel.
- Return/retrieve borrowed items.
- Service your car, especially if traveling a distance.
- Dispose of flammable liquids, such as spray paints, aerosols, paint thinner, gas in yard equipment such as lawn mowers.

## WEEK OF MOVE

- Transfer or close bank account.
- Defrost refrigerator.
- Tag furniture to identify it's location in the new home.
- Prepare "survival" package so the family can get along if the moving company is late.
- Arrange for new cell phone service.

## DAY BEFORE MOVE

- Set aside moving materials (tape measure, pocket knife etc.)
- Pick up rental truck.
- Check oil and gas in your car.
- Get a good night's rest.

## AFTER MOVE

- Mail that has been forwarded from your old address will have a yellow address label on it. Notify the seller of your new address.
- Register to vote. Call your local board of elections for specific registration information. Ask them how to notify your previous voting district of your change of address.
- If you have moved to a different state, contact the Department of Motor Vehicles to exchange your driver's license and register your vehicle. Ask whether you will be required to take a test.
- Call the Sanitation Department in your new town to find out which day trash is collected. Ask whether your community has recycling programs.
- Call your Chamber of Commerce for information on: Newspapers, schools, cultural events and community activities, libraries and parks, emergency calling services such as 911.
- Provide your new doctor and dentist with your medical history. \*You may have to request your file from your previous doctor/dentist.
- Scout your new neighborhood for shopping areas.
- Seek out new service providers (bank, cleaners, veterinarian)
- Locate the hospital as well as police and fire stations near your home.

