

6 - 8 Weeks Before Your Move

- Create a "Moving Planner Folder" file using an organizer folder with pockets to keep track of all your moving details and collect your receipts for moving-related expenses.
- Start to use up things you can't move, such as frozen foods and cleaning supplies.
- Learn about your new city and community.
- If you're moving at an employer's request, verify your moving budget and your responsibilities.
- Obtain information about what moving expenses may be tax-deductible.
- Make a list with three columns. For each item you are not going to take with you, decide whether you'll sell it, give it away to charity or otherwise dispose of it before your move. That list is:
 - Items to leave behind
 - Items for moving company to move
 - Items you'll move by yourself
- Make a list of everyone you need to notify about your move:
 - Friends
 - Professionals
 - Creditors
 - Subscriptions, etc.
- Begin to enjoy the local paper in your new community.
- Locate all motor vehicle registration and licensing documents.
- If you will need to store some of your belongings, make the necessary arrangements now.
- Collect all your personal records: (school, medical, legal and accounting). Ask for referrals where possible.

5 Weeks Before Your Move

- Submit a Change of Address form to the post office.
- Arrange special transportation for your pets and plants.
- Arrange to disconnect/connect all utilities (gas, electric, oil, water, telephone, cable TV and trash collection) at your old and new addresses. Keep phone and utilities connected at your current home throughout your moving day.
- Arrange for insurance coverage in your new home (auto, homeowner's or renter's, medical and life).
- Plan a garage sale to sell unneeded items or arrange to donate them to charity.
- If necessary, make travel arrangements and reservations for your moving trip.
- Collect important papers (insurance, will, deeds, stock, etc.)

4 Weeks Before Your Move

- Create a floor plan of your new home and begin thinking about where you'll want to place furniture. Advance planning eases the stress of making major decisions when your furniture arrives at your new home. Mark and label specific pieces of furniture on your diagram and put it in your Moving Planner Folder.
- If you're moving out of or into a building with elevators, contact the building management to schedule use of the elevators and inquire about any other guidelines that must be followed.

3 Weeks Before Your Move

- If you're packing yourself, ask your moving company to deliver an assortment of boxes. This service should be free and you should only have to pay for the boxes you use. Start packing items you will not need to use until after your move.
- Have your automobile serviced if you're traveling by car.
- Update your address on shopping websites, with credit card companies and other personal accounts.

2 Weeks Before Your Move

- Contact your moving consultant to review and confirm all arrangements for your move.
- If you're doing your own packing, start packing. Label the contents of all boxes and pack carefully.
- Box essential items together and write "Open First/Load Last" on these boxes. When you move into your new home, you'll be able to easily identify these boxes and find essential items. It's a good idea to let a professional mover pack any fragile and valuable items. That's what they do for a living and they have proven methods for keeping your items safe.
- Arrange to close accounts at your local bank and open accounts in your new locale.
- Don't forget to withdraw the contents of your safety deposit box, pick up any dry cleaning, return library books and rented videotapes, etc.
- Drain gas and oil from power equipment (lawn mowers, snow blowers, etc.).

1 Week Before Your Move

- Check back through your Moving Checklist to make sure you haven't overlooked anything.
- Prepare specific directions to your destination for your moving company. Make sure your movers know the phone numbers where you can be reached until you get into your new home.
- Disconnect your major appliances to prepare for the move.
- Prepare a "Trip Kit" for moving day with the things you'll need while your belongings are in transit. Put your kit into your car to avoid it being loaded into the truck by mistake.
- Call ahead to confirm the utilities are connected at your new home.
- Contact your movers to confirm arrival time of the moving truck as well as to notify them of any last-minute details.

Moving Day

- Make sure that someone is at home to welcome your movers and answer any questions.
- Review your floor plan to refresh your memory about where you want furniture and appliances placed.
- Plan to be present when the moving truck arrives and have one person available to direct the movers on where to place items.
- Once all items are unloaded, unpack only what you need for the first day or two. Focus on creating a sense of home for your family. Give yourself at least two weeks to unpack and organize your belongings.