

TIPS FOR THE MOVING PROCESS

Moving can be a time-consuming and stressful experience if you let yourself be overwhelmed by the job. Remember, though, having a successful move means taking care of the details, one by one. If you break the process down into steps and arrange your time accordingly, you can make it manageable. Use the following checklist to ensure you're covering all the bases, and you will be well on your way to a successful move!

Moving Checklist

Ensure that your moving out and in dates or times are not in conflict with other parties involved.

Obtain estimates from moving companies and arrange a method of payment.

Obtain moving company appraisal of items for any future insurance claims.

Ensure you have adequate insurance for your belongings while in transit.

Arrange for packing and storage of belongings for move.

Check storage facilities if needed. Check rates.

Check to see if the moving company you prefer to use offers storage.

Check security measures and conditions of storage.

Ensure you have access to storage in case you need any items.

Arrange to transport plants, pets, fish and perishables.

Plan for the care of your children and pets on moving day.

Take down any satellite dishes you will be taking.

Dispose of flammable items.

Sell, give away unnecessary belongings.

Collect and send out all items to be cleaned or repaired.

Return all items borrowed, including library books.

Collect all items you have loaned to others.

Clean fridge and stove just prior to your moving day.

Plan to take meter readings and provide to utility companies on day of move.

Check swimming pool or hot tub equipment.

Notify post office and send out changes of address cards or send new address via email.

Arrange to have any mail sent to old address forwarded to new address.

Arrange for utilities, cable and phone to be discontinued at old address and set for new address.

Cancel cleaning, pool maintenance, window cleaning, yard care or snow removal services.

Transfer or resign club or association memberships. Clean out your locker at any clubs.

Obtain letter of introduction to join new church and clubs.

Obtain school records for transfer to new school.

Obtain all medical, dental, birth, baptism and marriage records.

Transfer or arrange for new house insurance.

Check and clear tax assessments on your current property.

Cancel newspaper delivery or change address.

Cancel or make appropriate changes for pre-authorized bill payments.

Prepare any information about home and leave security codes for new tenants.

Arrange for work that has to be done at new home.

Get warranties and information about new home from previous occupants.

For Moves to a Different Community, Town or Longer Distances

Have your automobile prepared for the trip or arrange for it be transported.
Make arrangements for any hotel or travel reservations and tickets.
Check into auto licensing and insurance requirements in new location.
Transfer prescriptions for drugs and eye glasses.
Transfer government or private health and hospital plans.
Transfer stocks, bank accounts, contents of safety box.

International Moves

Consult immigration officials.
Check import policies on cars, pets and plants.
Check wardrobe if moving to new climate.
Check new tax laws.
Check currency requirements
Arrange for language courses if required.
Obtain residence permit.
Obtain birth certificates.
Obtain passports and visas.
Obtain work permits.
Obtain customs exit and entry forms for household goods.
Obtain customs exit and entry forms for pets.
Obtain vet certificates for pets.
Obtain immunization records.
Obtain medical certificates.
Obtain certificates of registration.
Obtain international driver's license.
Obtain marriage license, adoption papers.
Obtain duplicate keys for luggage.
Take copy of documents left behind.

Packing and Storage Checklist

Packing Supplies

a variety of sizes of boxes or containers.
notebook and pen for listing contents
labels, stickers and plain paper for labels and signs on boxes
packing paper (preferable to newspaper as the ink will rub off), tissue paper, paper towels
felt marking pens and scissors
heavy twine and masking tape

Packing and Preparing

Set goals and deadlines for yourself. Aim, for example, to pack one room per week.
Box or carton weight should not exceed 60 pounds.
Take inventory of all the boxes, and contents of the boxes, you have packed.
Attach a list of contents to each box. Separate and label boxes to be placed in storage.
Mark cartons as to room to be put in at new home.
Mark cartons you want loaded last, unloaded first.

Set aside things you will carry in car in carton marked "Do Not Load."
Carry currency, jewelry and valuable papers yourself.
Phonograph records should be packed in an upright position on their edges, not flat.
Point out and mark especially fragile or delicate items.
Small appliances should be wrapped and packed in the bottom of boxes.
Liquids in bottles should have tops secured.
Blankets are best moved in large boxes.
Towels and pillows may be packed in dresser drawers.
Do not overload drawers when packing items in dressers.
Large mirrors, glass table tops and valuable pictures can be crated.
Books should be packed on edge in small boxes.
Do not leave shelves loose in refrigerator or stove.
Do not pack cleaning products in same box as food.
Do not pack heavy articles on top of shoes.
Table lamps should be packed. Pack lampshades in boxes by themselves.
Place heavy china items at bottom of box; all flat pieces should be placed on edge.
Small items should be packed in a small box inside a larger one.
Remove batteries from toys or appliances.
Tie or tape mops, brooms, curtain rods in bundles.
Have rugs cleaned that are to be moved, then roll and wrap them.
Service all appliances you are taking with you.
All gas appliances must be emptied. It is illegal for movers to carry flammable substances.
Empty any gasoline from lawnmowers, outboard motors, etc.
Move clothes in a wardrobe supplied by mover. Drapes can be moved in wardrobes.
Do not wrap articles of furniture or tie with rope.
Large power tools should be dismantled for moving.
Leave furniture in place for movers to move.
Take down any fixtures fastened to wall.

Moving Day

To Do or Arrange When Leaving Your Old Home

Ensure you have keys to new home.
Keep copy of mover's inventory with you in case of serious loss or damage.
Keep personal luggage away from movers
Arrange to have a few favorite toys available for children.
Ensure all valuables in a safe place.
Arrange for supplies needed for transition period.
Make shopping list for first day at new home.
Take meters readings and call in to utilities companies.
Remove all trash.
Disconnect telephone.
Ensure doors and windows are locked.
Have necessary papers, traveler's cheques, money, tickets, documents with you.
Be prepared to pay mover's if necessary.
Do a final check of cupboards, rooms, basement, garage, attic.

To Do or Arrange For When Arriving at New Home

Have children and pets cared for in another location if possible.

Be on hand for when movers arrive.

Check off numbered boxes.

Check each carton for damage or loss.

List claims for lost or damaged articles.

Pay movers.

Get appliances hooked up.

Get utilities turned on, or meters read.

Plan for the day's meals or locate restaurant nearby.

Get kitchen, bedrooms and bathroom set up first.