

moving checklist

Moving can be very stressful. Being organized and knowing what to do and when to do it can help. Below is a checklist to help you organize and prepare for your move. The more you plan and coordinate in advance, the smoother your move will be.

SIX WEEKS BEFORE THE MOVE

- [] Set up a file of all move-related expenses and receipts. Contact the IRS for a free copy of "Tax Information on Moving Expenses."
- [] Inventory everything to be moved.
- [] Separate everything you plan to sell or giveaway. Plan a garage sale or donate to charity.
- [] Get an estimate from a van line recommended by Coldwell Banker Moving Services 888-989-8962. Lock in the date of your move with the van line as early as possible.
- [] If getting multiple estimates, make sure to point out the same issues or special needs to each estimator.
- [] Arrange for the exact form of payment required at destination with your mover. Credit card payment must be processed prior to loading.
- [] Start packing NOW.
- [] Contact your insurance agent to transfer or cancel your homeowner's coverage.

FOUR WEEKS BEFORE THE MOVE

- [] Notify all subscriptions, memberships, credit card companies and the post office of your address change.
- [] Contact utility companies to set turn-off dates and refund any deposits.
- [] Contact medical and veterinary professionals to get your records transferred.
- [] Get your children's school records.
- [] Move your valuables to a safe deposit box.
- [] Give away house plants or arrange for their transportation (most moving companies will not move plants, especially in winter.)
- [] Plan meals using food from your freezer and pantry. Don't stock up on things you won't eat.

TWO WEEKS BEFORE THE MOVE

- [] Close any local checking and savings accounts.
- [] Order new checks.
- [] Be prepared to pay up to 110% of the estimated van line charges upon delivery. If the actual charges are in excess of 110%, the van line must allow you 30 days, without penalty, to pay the amount over 110%. The van line should provide the exact charges due within 48 hours of unloading the truck.
- [] Your movers will not pack or take combustibles. Dispose of spray cans or cleaning fluids that are combustible.
- [] Pack a separate bag with things you will need while your household goods are in transit.
- [] Go through your home and carefully inspect your furniture for any scratches or dents. The day of your move, go through this inventory with the mover and note any scratches or dents in any of your furniture.
- [] Most movers will not take down draperies and the hardware. If you plan on taking them and you are not able to do this yourself, make arrangements to have someone help you.
- [] Pack a small box with tools (hammer, Phillips head screwdriver and regular screwdriver) and mark the box clearly.
- [] Cancel your newspapers and any special services you may have. (Lawn service, snow plow)
- [] Pick up any dry cleaning that may still be at the cleaners.
- [] Pack a box with important papers or documents you may need to take with you. (Do not pack with mover.)
- [] If you still own the house from which you are moving, and it will be unoccupied after you move, check with your insurance company to make sure that you are fully covered. Many insurance policies have clauses that exclude certain coverage if the house is unoccupied.

ONE WEEK BEFORE MOVING

- [] Have appliances serviced for moving if the van line is not doing this service.
- [] Defrost freezer and clean refrigerator. Use baking soda or charcoal to dispel odor.
- [] Van lines will only accept a cashier's check or money order upon delivery. A major credit card may be used if verified five days before loading.
- [] Leave any warranties and instructions for mechanicals for the new owner.
- [] Clean rugs.
- [] Separate cartons and luggage you need for personal/family travel including medications.
- [] Plan for special needs of children and pets.
- [] Remove valuables from the safe deposit box before moving day.
- [] Organize at least one room in the house for packers and movers to work freely.
- [] Arrange to have utilities turned on at new address.
- [] Finish all perishable and frozen foods.
- [] Set aside items you will need immediately at your new home and make sure the boxes are clearly marked "open first."
- [] Remove all items from the walls that are not included in the sale of the house, such as curtains, can openers, racks, etc.
- [] Drain all gas/oil in power mower, snowmobiles and snow blower to prevent a fire in the moving van.

MOVING DAY

- [] Plan to spend the entire day at the house. Don't leave until the movers have gone, since any changes or last minute decisions must be made by you.
- [] Carry jewelry and valuable documents yourself, or use registered mail.
- [] Make arrangements for the children and pets to be with a friend or family for the day if possible.
- [] Point out anything fragile or needing special handling to the packers or driver.
- [] Stay with the moving van driver to oversee the inventory.

- [] Store your pocket book or wallet in the glove compartment or trunk of your car and lock it to keep it from being packed by mistake.
- [] Take a final tour of the entire house (basement, attic, garage, every room). Be sure closets, drawers and shelves are empty.
- [] Approve and sign the **Bill of Lading** (freight bill).
- [] Check with driver to make sure he has the correct delivery address and date of delivery. Give the driver the phone numbers where you can be reached while in route.
- [] Get complete routing information and phone numbers so you can call the driver or the company while in transit.
- [] Call to transfer the utilities.
- [] Advise your neighbors and Realtor that the house is vacant.
- [] Lock all the doors and windows.
- [] Leave keys and garage door openers with new owner or Realtor.
- [] Carefully review the inventory sheet and Bill of Lading before you sign it. If you have a long narrow driveway, or are located on a street that is not easily accessed by a large moving van, the mover may have to use a smaller van (referred to as a shuttle) to load at the house and then reload onto the larger van. Make the mover aware of any of these conditions to help them in planning the unloading process and advise you of extra charges. Verify that this additional expense will be covered by your company.

AFTER YOU ARRIVE

- [] Examine your furniture and possessions as they are unloaded. Open all boxes and crates, carefully checking for possible damage. Note damaged items on the **Inventory and Condition Report**.
- [] Show the movers where you want your furniture placed. They will reassemble any furniture they disassembled. Additional charges may apply.
- [] Check pilot light on stove, hot water heater and furnace.
- [] Ask mail person for any mail being held for you.
- [] Register your car within 5 days after arrival in new state to avoid penalty.
- [] Register your children in school.
- [] Obtain phone numbers for emergencies, such as fire and police, and determine the nearest hospital.



Contact Moving Services today to help make your next move easier:
888-980-8962 | MovingServices@CBBurnet.com

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