



# Tips for Planning Your Move

## The Basics

- ☐ Review your relocation package if you have one, and determine what expenses will be paid by your company.
- ☐ Get written estimates from moving companies, including written commitment of pickup and delivery dates. Get references. Check the limits of insurance they offer, and if it covers replacement cost. Purchase additional insurance if necessary.
- ☐ Arrange for storage facility, if you plan to store any contents. Check insurance.
- ☐ Arrange transport service for pets or automobiles if needed.
- ☐ Contact your bank and arrange transfer of your accounts; order checks with new address; clean out your safety deposit box.
- ☐ Submit change-of-address form to the post office.
- ☐ Give day-care center proper notice of withdrawal.
- ☐ Contact schools and arrange for transfer of student records.
- ☐ Change your insurance policies on property, auto and medical.
- ☐ Give notice of resignation to any clubs, organizations or volunteer activities you belong to.
- ☐ Cancel newspaper subscriptions.
- ☐ Start a log of moving expense receipts (some may be tax deductible).

## 2 Weeks Before the Move

- ☐ Take a ruthless walk-through to determine what you really want to take. Tag the rest of it and hold a garage sale or donate it.
- ☐ Clean out club, gym and school lockers; pick up all dry cleaning.
- ☐ Arrange for the disconnection or changeover to your new home of all utilities.
- ☐ Have measurements taken of the rooms in your new residence and use floorplans to determine where everything will go.
- ☐ Begin packing less-used items. Label each box, and keep an inventory.
- ☐ Retrieve and return all borrowed items from neighbors & friends.
- ☐ Clean out the cupboards & plan remaining meals so you can pack what you don't need, and don't buy any more perishables than you have to.

## Helpful Resources

Complete change of address and simplify your move:  
Moving tips:  
School info:  
Locate childcare:  
IRS/Tax Deductions:  
Social Security Administration

[moversguide.usps.com](http://moversguide.usps.com)  
[protectyourmove.gov](http://protectyourmove.gov)  
[nces.ed.gov/ccd/schoolsearch](http://nces.ed.gov/ccd/schoolsearch)  
[childcareaware.org](http://childcareaware.org)  
[irs.gov](http://irs.gov)  
[ssa.gov](http://ssa.gov)

## 1 Week Before the Move

- ☐ Make an inventory list of all items going with you personally. Keep valuable and irreplaceable items such as jewelry and heirlooms with you, not movers.
- ☐ Confirm arrangements and dates with moving & storage companies.
- ☐ Confirm hotel, rental car or temporary housing accommodations.
- ☐ Disassemble furniture or others items.
- ☐ Social Security benefit recipients should change their address with the Social
- ☐ Notify the IRS of your new address. Check whether your moving expenses are tax-deductible.
- ☐ Set aside a box of cleaning supplies and the vacuum cleaner.
- ☐ Begin making a "Survival Box" for the move. This should include
  - ☐ Paper & pens
  - ☐ Cellophane & heavy duty tape
  - ☐ Tape measurer
  - ☐ Ziplock bags
  - ☐ Facial & toilet tissue
  - ☐ Toiletries
  - ☐ First-Aid Kit
  - ☐ Bottled water
  - ☐ Flashlight
  - ☐ Trash bags
  - ☐ Children's games
  - ☐ Envelopes & stamps,
  - ☐ Scissors
  - ☐ Disposable cups, plates & utensils
  - ☐ Paper towels
  - ☐ Instant coffee or tea
  - ☐ Prescription/OTC drugs
  - ☐ Can opener
  - ☐ Travel alarm
  - ☐ Small tools kit
  - ☐ Snacks or drinks
  - ☐ Spare car keys.

## 1-2 Days Before the Move

- ☐ Clean and defrost refrigerator and freezer.
- ☐ Reconcile and close bank accounts, unless you will be using another branch of the same bank.
- ☐ Conclude financial matters relating to the sale or lease of your home.
- ☐ Movers or your family should complete packing of all household goods for the move. Make sure all boxes are clearly marked.

## Moving Day

- ☐ Confirm delivery address, directions and delivery date with the movers.
- ☐ Make sure boxes are clearly marked and your instructions are understood.
- ☐ Clean the home and check entire grounds before leaving.
- ☐ Check thermostat and make sure temperature is set appropriately. Make sure all windows/doors are closed and locked, and all appliances are turned off. Leave forwarding address, garage door openers & any keys, if agreed to, for the new owners or renters.
- ☐ If your home is going to be vacant when you leave, make sure a relative, neighbor or real estate agent has the keys and how to contact you. Also, notify your insurance agent and police department that the home will be empty.



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