

Checklist for Moving

8 Weeks Before Moving

- Create a "move file" to keep track of estimates, receipts and other important information.
- Check with the IRS to see what expenses can be deducted on your next tax return.
- Contact your new Chamber of Commerce for their new resident packet.
- Draw out a floor plan of your new home and start deciding which function each room will serve.
- Budget for moving expenses and start collecting estimates.

7 Weeks Before Moving

- Start pulling together medical and dental records – including prescriptions and shot records. Ask your existing doctors if they can refer you to a care provider in your new city.
- Arrange to have school records transferred to your children's new school district and/or daycare.
- Get copies of any legal and financial records you need.
- Arrange for veterinarian records to be transferred.
- Call your insurance agent to see what changes to expect in your policies for changing states (if applicable). Ask if moving is covered and arrange for insurance for your new home.
- Contact health clubs or other organizations you have joined. Ask how you can end, sell, or transfer your membership.

6 Weeks Before Moving

- Make a list of things that are valuable or difficult to replace. Plan on carrying these items with you during the move.
- Make a list of friends, relatives and businesses who need to be notified of your move.
- Start working your way through each room taking inventory and deciding what to get rid of. Start planning a yard sale or contact your local charities.
- Think about subscribing to the newspaper in your new hometown to start learning about events and local culture.
- Start to use things that can't be moved, such as frozen foods, bleach and aerosol cleaners.

5 Weeks Before Moving

- Start collecting boxes and other packing supplies.
- Start packing items you don't use often. Also start disposing of the items you've designated for a yard sale, donation or the junk yard. If you donate, be sure to get a receipt for income tax purposes.
- Plan for short-term or long-term storage, if needed.

4 Weeks Before Moving

- File a change of address, or you can ask the postal service to hold your mail at their office in your new city.
- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the water or gas company, request your refund.
- Make travel arrangements for your pets, do not forget to include necessary medical and immunization records.
- Advertise and host your garage sale.
- Call your newspaper courier and set a date to cancel your subscription.

3 Weeks Before Moving

- Host a moving sale. Arrange for disposal of anything not sold at your moving sale.
- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up. Also retrieve any items out on loan.
- Decide if you will keep your plants or give them away. Remember plants cannot be loaded with your other household goods.
- Dispose of flammables, corrosives and poisons.
- Have your automobile(s) serviced.
- Prepare auto registration to be transferred.
- If you are moving out of an apartment, arrange to use the elevator on your move day.

2 Weeks Before Moving

- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.
- Confirm travel arrangements for pets and family.
- Notify any creditors of your move.
- Plan meals for the last week before the move to help empty the refrigerator and avoid using appliances that will already be packed.
- Assemble a folder of important information about the house for the new owner of your home.

1 Week Before Moving

- Finish packing and prepare an "essentials" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.
- Drain all gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Drain water hoses and waterbed.
- Empty, defrost and clean your refrigerator at least 24 hours before moving day.
- Notify friends and family of your new address and phone number.

Moving Day

- Have tools handy for breaking down beds and appliances
- Move valuables (jewelry, legal documents, family photos, etc.) yourself – don't send them with the moving company. Make sure you have a complete Home Inventory of all your possessions.
- If using a mover, be sure someone is at the old house to answer questions.
- If you are using a professional mover, check the inventory list and make sure you agree with the condition of items. Get a copy of the list for your records.
- Give every room a final once over. Don't forget to check the basement, yards, attic, garage, and closets.
- Turn off the water heater and lower the thermostat.
- Note all utility meter readings.
- Get the name of the driver and give him your contact information. Also review directions to the new home.
- Have the final payment for the movers and money for a tip (if satisfied with the job, about \$20/mover is recommended.)

Settle Into Your New, Koch Home

- Check your belongings carefully and note on the inventory paperwork any damaged items.
- On an interstate move, be prepared to pay the driver before your possessions are unloaded.
- Supervise unloading and unpacking.
- Be prepared to pay your mover with cash, certified check, or traveler's checks unless other arrangements have been made in advance.
- Contact utility companies and verify start dates.
- Resume delivery of newspapers and other publications
- Let the local post office know that you have arrived.
- Create an emergency phone list for your new community and post on the refrigerator
- Send a thank you note to neighbors, friends and family that assisted with the move
- Register to vote
- Mail "We've Moved" cards with your new address and telephone numbers to friends and family.