

# Day by Day

a guideline calendar to help you stay on track

## 4 weeks

- Decide which items you will move or dispose of. Now is the time to plan your moving sale.
- Before your moving estimate, decide which items you will pack and what the mover will pack.
- Have antiques, art objects and other valuables appraised. These require special valuation for the move.
- Set up a bank account at your new location, switch automatic payments and deposits.
- Review your homeowner's policy for coverage during and after your move.
- Request packing materials from your mover. Begin packing, less used items first.
- Ask doctors, dentists and veterinarians for copies of records.
- Transfer or close/get copies of: school records, safe deposit boxes, legal records and insurance.

## 3 weeks

- Send change of address to Post Office, magazines, banks, creditors, investment company, employer, insurance, church, etc.
- Cancel memberships and service contracts.
- Take your address book and local phone book with you.

## 2 weeks

- Schedule utility cut-offs for no sooner than the day **after** loading and service at new home at least a day **before** delivery.
- Return library books and borrowed items.
- Empty lockers at schools, clubs, gyms, etc.
- Start using up perishable or opened food items.
- Dispose of non-transportable and hazardous items as noted in your reference materials.
- Finalize your plans for items that need special handling (refer to specialty items brochure).
- High Value Inventory completed and ready for mover.
- If shipping an automobile, top off fluids like oil and antifreeze, but make plans to have gas tank less than half-full.
- Contact your mover and discuss any changes on the original estimate or valuation coverage.

## 1 week

- Assemble "survival kit" i.e. 30-day supply of medications, important papers, mover contract and contact information, favorite/must have toys, etc.

- Pack valuables and identification materials the moving company will not transport: cash, jewelry, coin/stamp collections, passports, social security cards, bonds, stock/annuity certificates, etc.
- Begin packing suitcases: an assortment of casual, business and school attire.
- Confirm travel arrangements.
- Drain and dry spa, garden hose, etc.
- Have cash, money order or certified check ready for the driver/mover and travel expenses.
- Drain the fuel from lawnmowers and other gas-powered equipment.
- Disassemble items such as swing sets, trampolines, shop equipment, exercise equipment, etc.
- Bring items out of inaccessible areas.

## 1 Day before

- Finish packing clothing, medicines, valuables, paperwork you are taking with you.
- Defrost, clean and deodorize refrigerator and freezer (don't forget the icemaker).
- Disconnect all appliances. Clean and air the range and microwave.
- Complete final packing.

## Moving Day

- Clear walkways and drive of ice or snow.
- Load suitcases and valuables in the trunk of the car so they are not confused with items to be moved.
- Have items going to storage clearly marked.
- Hold to load last: vacuum, "essentials" box, "Parts" box, and other items you will need first at destination.
- Be available during packing and loading.
- Make a final tour of your home with the driver.

## Moving in...

- Arrive at least one day **ahead of** the first day of the delivery window.
- Confirm utilities are connected.
- Have cash, money order or certified check ready for the driver/mover.
- Allow electronics 24 hours to adjust to room temperature before plugging in.