

Moving ... Countdown Checklist

Two Months Before

- Start going through your home and deciding what you want to move and what you want to get rid of. Not valuable items that will need special packing or extra insurance coverage, such as plasma TV's, computers, and paintings.
- Investigate moving companies and get estimates.
- Start a moving folder to keep track of estimates and receipts.
- Arrange to have school records transferred to your child's new school district.

Six Weeks Before

- Order boxes and other packing supplies.
- Start using up things you won't want to move (such as frozen and perishable foods) and cleaning supplies (such as bleach and aerosols) that are too dangerous to move.
- Check the measurements of your new home. Make sure that you have enough room for your larger pieces of furniture and that you can get them through the door.

One Month Before

- Select your mover, confirm dates, and get written confirmation of all the cost and details of your move.
- Start packing, beginning with the things you use frequently.
- As you pack, note items of special value. If you purchase supplemental insurance from your moving company, you must declare in writing any items valued at over \$100 per pound (a computer, for example).
- Go to your local post office and fill out a change-of-address form, or do it online at www.usps.gov.
- Alert the following about your move, either in writing, by phone, or online:
 - Banks
 - Credit-card companies
 - Brokerage firms
 - Insurance companies
 - Utility companies
 - Human-resources department at work
 - Doctors, other health-care providers, veterinarian
 - If you're moving out of the area, obtain copies of medical records or ask that they be forwarded to your new providers. Ask for referrals.
 - Magazines and newspapers you subscribe to. If you have a number of subscriptions, try www.oneswitch.com, a website that will forward your new address for free to all your periodicals that are on its list of hundreds.

Two Weeks Before

- Have your car serviced, considering the new climate if you're moving to one.
- Clear out our safe-deposit box, and put the contents in a safe box you'll take in the car for your move.
- Reconfirm with the movers.

One Week Before

- Fill any prescriptions you'll need in the next couple of weeks.
- Aim to finish packing a couple of days before the moving date. Have your boxes labeled and numbered. Pack and clearly mark an "essentials" box of items you'll need right away.
- Set aside things you'll personally transport to your new home, such as jewelry and important files. Pack suitcases for everyone in the family, with enough clothes for a few days.

A Few Days Before

- If you're moving your refrigerator, empty, clean and defrost it at least 24 hours before your move.
- Reconfirm the moving-day arrival time and other details with the moving company.
- Get a money order, a cashier's check, or cash to pay and tip the movers (if you haven't arranged to pay by credit card).
- Prepare detailed written directions to your new home for the movers, including your contact information (a cell-phone number is ideal).
- Ask the new occupants of your home or a neighbor to watch out for mail after you move - and check in with them after two weeks, and again after a month. (Leave pre-addressed envelopes)

Day Of The Move

- Make sure the truck that shows up is from the moving company you hired. It should have the same USDOT (U.S. Department of Transportation) number painted on the side that you were given when you collected the estimate. (Bait-and-switch scams are not unheard-of.)
- Plan to be home for the entire time it takes the movers to get you packed and loaded.
- Before the movers leave, sign and keep a copy of the mover's bill of lading/inventory list.

Upon Arrival

- Make plans for the first night accommodations.

Santa Fe Set-Up

- New address, physical or P.O. Box?
- Set up utilities one week prior to closing
- Establish local banking accounts
- Need help cleaning or unpacking? Call _____
- Need furnished lodging for a few days? Call _____