

## **ONE MONTH BEFORE MOVING**

- Start packing immediately and get an in-home estimate from the mover, the most common mistake for people in transition is to wait too long to start packing and to receive an estimate.
- Create a folder to keep all records related to the move. You can also use a legal-sized envelope.
- Plan the actual physical move (are you renting a truck, hiring movers, etc.). Then get estimates for each.
- If you are moving for a job find out what moving expenses will be reimbursed and what receipts or documentation you will need for that purpose.
- If you are going to need temporary or permanent storage for some of your items figure that out now as well.
- Schedule the turn on and turn off of your utilities: Phone, Internet, Cable, Water, Garbage, Gas, and Electric services.
- Determine how you are going to move your vehicles and other valuables (especially for long distance moves).
- Sketch out a floor plan of the new home to figure out what furniture you can take with you and what new furniture you may need to get.
- Hold a garage sale or go through all of your belongings and donate what you don't need to Goodwill. If you haven't used it in the last year, you probably don't need it.
- Contact schools, doctors, and dentists to transfer your records to the new location and to get referrals from them as appropriate.
- Start collecting packing materials boxes, tape, and all related packing materials to keep your belongings safe as you transport them.
- Make any home repairs that you may need to make (especially if a deposit is on the line). Get it over with.
- Return anything you may have borrowed from any neighbors to make sure you leave on good terms.
- Get back anything you may have loaned out to neighbors unless you never want to see it again.
- Start using up food in your pantry and refrigerator so you don't have to move too much to your new home.
- Because SHUR-WAY MOVERS works directly with a non-for-profit called Move for Hunger you can

donate unopened non-perishable foods and we will deliver them to the Northern Illinois food Bank.

## **3 WEEKS BEFORE MOVING**

- You should know how you are moving and have all the arrangements finalized (truck, movers, etc.).
- Start packing anything that is non-essential (anything that you use very rarely).
- Keep boxes well labeled by Room. It may help to mark the room in the old home as well as the room to take it to in the new home.
- Separate out any valuables that you will need to move yourself (keep them together).
- Set a box aside that will be filled with items you will need the day you move (tools, small parts from furniture, etc.).
- Create an inventory list of all the items and include serial numbers where available for items you need to insure.
- Fill out a change of address form with the U.S. Postal Service (don't wait until the last minute or mail you need won't be at your new home).
- Make sure that friends, families, neighbors, and employers all have your new address.
- Notify your insurance and credit card companies of your change of address.
- Cancel automated payments associated with the old home and all of them if you are switching banks.
- Make sure that you get all vehicles into the shop for a tune-up so that they are ready for the move.

## **2 WEEKS BEFORE MOVING**

- Continue packing everything up and make sure that you are cleaning each area of the home as you go.
- If you will need items right away, make sure you pack them separately and don't just throw them in one gigantic box.
- Make sure you have enough time off around the move (coordinate it with your employer).
- If you have children find ways to let them contribute to the packing and move planning.
- If you have children make sure you have someone lined up to watch them on moving day.

- Begin packing suitcases to have all necessary items really handy (some clothes and toiletries).
- Reconfirm again your movers and method of moving (take no chances).
- Make sure all of your prescriptions are filled.
- Empty any safety deposit boxes you may have and put the contents in a safe place for transport.
- Cancel the following services at the old home: newspaper, housecleaning, lawncare, pool maintenance, and water delivery.
- Take some furniture apart (what you don't absolutely need) and check it for any pre-move damage.
- Make sure all paperwork for the old and new homes is complete and in proper order.
- Get rid of any flammables such as paint, propane, gas, etc.
- Continue trying to use up any perishable food.
- When the movers arrive walk them through the house and tell them exactly what you want them to do.
- Once the old home is empty do a walk through just to make sure everything is gone.
- Write a note for the new residents leaving your forwarding address and other contact information.
- Take inventory before the movers leave and sign the bill of lading.
- Double check to make sure the movers have the correct new address.
- Lock the windows and doors and turn off the lights at the old place.
- At the new home verify that all utilities are on and working properly.
- Perform an initial inspection of the new home and note any damages or problems
- Do a quick cleaning while the place is empty clean the floors, counters, cabinets, etc.
- Direct the movers to place everything where you want them.
- Assemble beds and bedding.
- Begin unpacking.

## **1 WEEK BEFORE MOVING**

- Confirm the moving details (truck, movers, etc.) one more time and verify all paperwork.
- Make an action plan for the day of the move (a complete schedule).
- If you rented a truck plan for how you are going to pick it up, who is going to drive, etc.
- Prepare for the moving expenses (food, lodging, moving, etc.). Make sure you have enough cash to cover the move.
- Continue cleaning the house as you pack more of your belongings (clean as you go).
- You need to defrost and clean the refrigerator.
- Make sure your toolbox is handy (screwdriver, wrench, tape, pliers, etc.).
- Pack a bag of snacks and water bottles to make sure you have ample supply on moving day.
- Make sure you keep the boxes you are moving yourself separate along with other valuables.

## **MOVING DAY**

- Remove bedding and take the beds apart. (Local Moves Only to save time and money)

## **ONE TO TWO WEEKS AFTER MOVE**

- As you are unpacking make sure you note any damages caused by the movers and watch the deadline for insurance claims.
- Make sure you change the locks on the new place and make at least 2 copies of the new keys.
- Confirm that mail is arriving at your new home.
- Confirm that the utilities at your old home have been cancelled and that they are no longer in your name.
- Verify that all of the following have your new address: banks, credit cards, IRS, loans, insurance, pension plans, attorneys, accountant, doctors, dentist, family support, newspapers, magazines, licenses, memberships.
- Schedule a time get your driver's license updated with your new address.
- Find new doctors, dentists, etc. depending on what your needs are.
- Update your renters or homeowners insurance to make sure everything is adequately covered.