

Tips on Packing & Moving

In Search of a New Residence:

Request from a Realtor a relocation packet. This may include local real estate magazines, an area map, and other information about the community. You may also want to subscribe to the area's local newspaper in advance of your move. The magazines and newspapers are not necessarily the best method of searching for your exact home, but they can give you a good idea of the market

Plan for a house-hunting trip to your new city. Bring a tape measure and a list of the dimensions of the major appliances and large furniture you will be moving. When you find the house for you, measure the areas provided for furniture and appliances. In the event something won't fit, you may want to consider the possibility of leaving something behind or selling it rather than completely discounting the idea of the otherwise perfect home.

Preplanning Your Move:

Plan the move as early as possible. If you plan to sell your house, get it on the market as soon as possible. If you are currently renting, give your landlord timely notice of your moving date. Keep a record of all expenses related to the move, some of which may be tax deductible.

Transfer of Personal Records:

- Arrange for closing or transfer of charge accounts
- Check personal insurance policies to see whether moving is covered. Transfer fire, theft and other personal property insurance to ensure coverage at the new home
- Obtain transcripts of the children's school records and credentials from school authorities
- Gather medical and dental records including vaccination data, medical prescriptions, dates of last examinations, history of past illnesses and so on
- Ask your doctor and dentist to recommend colleagues in the new city. Be sure to check current telephone numbers and addresses of physicians, dentist and hospital, which will help when transferring your records.
- Transfer, sell, or resign memberships in clubs or associations
- Request pets' medical records

Four to Six Weeks Before Moving Day:

Reserve air transportation and hotel accommodations as needed. If you plan to do the packing yourself, start collecting suitable containers. You can purchase specialized containers from most moving companies, such as:

- Small cartons for heavy items (books, record albums, and tools).
- Wardrobe containers
- Large cartons for bulky items (pillows, blankets, and stuffed toys)

- Medium-sized cartons for bulkier but not so heavy items (towels, linens, and small appliances)
- Packing paper
- Tape or strong twine for sealing containers
- Scissors, sharp knife, or utility knife (keep out of children's reach)
- Bold marker to mark containers
- Notebook & Pencil for listing contents
- Labels or Stickers (Available from moving company)

Set goals and deadlines to ensure that all packing is completed by moving day. You may want to pack one room per week. Attach a list of contents to each carton. Separate and mark goods that will go into storage. Consider having a garage sale to dispose of unwanted items. If you donate clothing or household goods to charitable organizations, get receipts showing their approximate value for tax deductions. The cost of moving an item may be greater than replacing it. Begin to use up large supplies of canned goods and frozen foods. Buy only what will be used before moving.

Notify of Address Change:

- Utility Companies (Remember to get refund of any deposits made.)
 - Electric
 - Gas
 - Water
 - Telephone
 - Fuel
 - Trash removal
- Professional Services
 - Doctor
 - Dentist
 - Accountant
 - Lawyer
 - Real estate Agent
 - Stock broker
- Insurance Agents
 - Life
 - Health
 - Fire
 - Auto
 - Boat
 - Accidental
 - Home
 - Renters
- Motor Vehicle Department
- Established Business Accounts
- Finance companies
- Banks (Transfer funds; arrange check cashing in new city)
- Department stores
- Government and Public Offices
- Social Security Administration

- Federal and state income tax offices
- Publication Subscriptions
- Newspapers
- Magazines
- Professional and trade
- Credit Card Companies
- Bank cards
- Gas cards
- Store cards
- Other cards
- Relatives and friends
- Business associates
- Book and record clubs
- Schools and colleges
- Church
- Landlord, if you are a tenant.
- Tenants, if you are a landlord.

Miscellaneous:

- Plan for special care needs of infants.
- Plan for transporting pets. Make sure you can be found if they become lost.
- Have appliances serviced for moving.
- Clean rugs or clothing before moving; have them "moving-wrapped."
- If using a moving company/counselor, check with them regarding insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment.

Two to Three Weeks before Moving Day:

Let the post office know your moving date and new address. If you do not have a permanent address by the time you move, the post office can hold your mail and forward it upon written instructions from you. Make arrangements to have utilities disconnected for your present home the day *after* moving day.

Contact all service companies:

- Electric
- Gas
- Water
- Fuel
- Cable TV

If possible, arrange to have utilities connected before your arrival. Carefully tape-seal and place in individual waterproof bags any jars of liquids or semi-liquids you do not wish to discard. Have rugs cleaned that are to be moved. Leave them rolled and wrapped when they are returned from the cleaners. Collect items that are being cleaned stored or repaired (clothing, shoes, watches). Empty your locker at any club you are a member. Return library books and anything borrowed from friends or neighbors. Collect things you may have loaned. Decide what to do with your houseplants. Make sure identification tags are securely attached to the pet's collar.

Three Days before Moving Day:

"Instant Aid" Boxes

Pack a box for instant needs on arrival. Mark the box "To be loaded last and unloaded first."

Prepare a Cleaning Box

- Powdered detergent
- Sponge
- Paper towels
- Dish towels
- Dish cloth
- Kitchen cleanser
- Window cleaner
- Scouring pads

Kitchen Box

- Paper plates, cups, napkins
- Plastic knives, forks, spoons
- Small saucepan
- Serving spoons
- Aluminum foil
- Snacks
- Easy-to-open cans of pudding or fruit
- Dry soup mix
- Sandwich spreads
- Jars of cheese
- Package of crackers
- Boxes of dry cereals
- Instant coffee, tea, chocolate
- Instant creamer, sugar, salt

Bathroom Box

- Towels and face cloths
- Toilet tissue
- Facial tissue
- Soap, hand lotion, deodorant
- Toothbrushes and toothpaste

Miscellaneous

- Last-Minute Packing
- Cell phone and charger
- Light bulbs
- Flashlight
- Hammer, screwdriver, pliers, assorted nails and screws
- Shelf paper
- Trash bags and ties

Children's items

- Coloring books and crayons
- A favorite toy or two
- Puzzles
- Reading materials

Remove all things that can spill or break. Soft goods such as blankets, pillows, blouses, shirts and lingerie may be left in drawers. Pin clothing to hangers if it is to be moved in wardrobe cartons to keep it from slipping off. Remove items left in the attic or other storage areas. Empty the refrigerator and freezer so they can dry at least 24 hours before moving (leave the doors open to prevent odors). Do not overlook the defrost water pan. Failure to have the appliances completely dry can lead to mildew and unpleasant odor. Take the telephone directory with you for contacting former doctors, dentists, suppliers, etc. Pack suitcases for the trip. Put in extra clothing for emergencies. Take along snacks such as fruit and cookies for the children. Include towels for quick cleanups. Arrange for a baby-sitter for moving day.

Moving Day:

- Carry currency, jewelry, and important documents yourself, or use registered mail. (You may choose to wire large sums of funds.)
- Tell close friends or relatives your route and schedule, including overnight stops. Use them as "message headquarters."

Loading Your Belongings

- Be on hand when the movers arrive. Otherwise, it is important to let the movers know to whom you have given authority to take your place. Be sure this person knows exactly what to do.
- Accompany the van operator through the house inspecting and tagging each piece of furniture with an identifying number. These numbers, along with a description of your goods and their condition at the time of loading, will appear on the inventory.
- Be sure the condition of each item is recorded and the van operator has a clear understanding about what is to be loaded last. It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is completed. After making a final tour of the house to be sure no items have been overlooked, check and sign the inventory. Get your copy and keep it in a safe place.
- Check to see the van operator has the exact destination address. Be specific as to where and how you can be reached pending the arrival of your household goods.
- Leave a note listing your new address in a conspicuous place in the house so the new occupants will be able to forward any of your mail inadvertently delivered to them.

Take a Last Look Around:

- Water shut off?
- Gas shut off?
- Air-conditioning shut off?

- Light switches turned off?
- All utilities arranged for disconnection?
- Windows shut and locked?
- Have you left anything? Or anyone? :)
- Lock the house and leave the keys with a responsible person or in a prearranged location.

At Your Destination:

- Make certain the movers know where and how you can be reached.
- Make sure the house is ready for occupancy before the van arrives. If you have not already done so, contact the utility companies and make necessary arrangements for service.
- Be on hand to accept delivery of your household goods. On the day of delivery, the van operator will attempt to contact you by phone and make an appearance at the residence if unable to reach you. If no one appears to accept the shipment within the free waiting time, the goods will be placed in storage at the owner's expense.
- Check your household goods as they are unloaded. If there is a change in the condition of the property from that noted on the inventory at the time of loading, or if any items are missing, note any damage and/or missing items on the van operator's copy of the inventory sheet. By signing the inventory sheet, you are acknowledging receipt of all items listed. Personally report any loss or damage to the moving company immediately.
- To save time and confusion, place a floor plan of your new home at the entrance the movers will use, indicating where each piece of furniture should go.
- Each piece of furniture will be placed as you direct, including the lying of rugs and setting up of bed frames, box springs and mattresses. However, appliances and fixtures may not be installed.
- To prevent possible damage, television sets, other electronic equipment and certain major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature. If you have paid for unpacking, you are entitled to unpacking service and removal of the cartons.

Getting Settled:

- Make arrangements for reinstallation of appliances.
- Keep all documents pertaining to your move in a safe place. You will need them for verification of moving expenses and for filing your income tax returns. For more information on tax-deductible moving expenses, consult an Accountant or Tax specialist.
- Check with the post office for any mail being held and ask for delivery to start.
- Have your medical and dental records transferred after selecting a family physician and dentist.

- You may want to select a Lawyer to discuss laws pertaining to your destination state, county and/or city. Be sure to cover such matters as wills, transfers of property and investments, insurance regulations, inheritance laws, taxes and the like. Most laws affect a family as soon as residence in the new state and city is established.
- Register to vote.
- Locate the selected schools and register them if needed.