

# TEMPLATE

## Six Weeks Before

Hire a mover. Ask friends for recommendations for movers. Get quotes from at least three licensed companies.

Be sure to ask the following questions:

- Are on-site estimates offered?
- How is pricing determined?
- Will the movers pack items? (If so, at what additional cost?)
- Is the quote binding or nonbinding?
- What insurance is included?
- What additional charges may arise?

Request a copy of the signed contract.

Contact your insurance company for additional coverage (optional).

Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

## Five Weeks Before

Conduct a room-by-room survey. Sort items to keep, donate, discard, and sell.

Hold a garage sale if desired.

Have valuable items appraised. Photograph or videotape them. Upload images onto the computer, and save them to a CD.

## Four Weeks Before

Gather packing supplies, including:

- Boxes (various sizes; wardrobe boxes)
- Box cutters
- Tape (packing, masking, blue painters')
- Tape dispensers
- Wrapping material (bubble, plastic, tissue paper)
- Labels
- Colored stickers

Other:

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## Three Weeks Before

- Pack contents of garage, attic, and storage areas, as well as other infrequently used items (books, holiday decorations).
- Assign a color to each room. Mark boxes and furniture with appropriate stickers (see label template).
- Label and number each box. Keep a master inventory list with contents of each box.
- Have utilities and phone/Internet services disconnected in the old home the day after you leave and installed in the new home the day before you arrive.
- Call a locksmith to have your new home's locks changed on moving day or before.
- Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave if desired.
- Create a binder to hold all move-related paperwork (checklists, contracts, receipts).

## Two Weeks Before

- Pack the bulk of your items.
- Complete a change-of-address form online (usps.com) or at the post office.
- Notify magazines, newspapers, banks, and credit card companies of your new address.

## One Week Before

- Print an information sheet for the movers. Include the old and new addresses, directions, and your cell phone number.
- Get a cashier's check made for the movers if necessary. Withdraw cash for the tip.
- Finish packing. Set aside enough clothing for the week ahead, plus a suitcase or two for those items.
- Put small valuables and important documents in a box or bag. Ask a friend to hold on to it until you're settled, or lock it in the trunk of your car on moving day.
- Create a last-out, first-in box with all day-to-day necessities, including any of the following that are applicable:

- |   |        |
|---|--------|
| <input type="checkbox"/> Bedding                                      | Other: |
| <input type="checkbox"/> Towels                                       | _____  |
| <input type="checkbox"/> Toiletries                                   | _____  |
| <input type="checkbox"/> Toilet paper                                 | _____  |
| <input type="checkbox"/> Basic tools                                  | _____  |
| <input type="checkbox"/> Cleaning supplies                            | _____  |
| <input type="checkbox"/> Medications                                  | _____  |
| <input type="checkbox"/> Camera (to document items broken in transit) | _____  |
| <input type="checkbox"/> Snacks                                       | _____  |
| <input type="checkbox"/> A few dishes and utensils                    | _____  |



# TEMPLATE

## Moving Day

- Do a walk-through before movers arrive to make sure everything is packed.
- Make sure there are no items left behind.
- Give keys to the real estate agent or landlord.
- Arrange for someone to direct the movers at your new home.
- Check items off the inventory list as they are unloaded.
- Inspect for damages. Photograph relevant items before signing the release (sometimes referred to as a bill of lading).
- Test faucets, toilets, utilities, phones, smoke detectors, and security systems.
- Turn on water heater if necessary.
- Begin to unpack.
- Flatten boxes. Set them out for recycling, or store for future use.

