

MANAGING THE MOVE

A four week schedule and checklist. Check off items as completed.

❖ Four Weeks From Move Date

- ⌘ Contact moving companies for estimates
- ⌘ Get references and check for insurance for any damages that may occur during moving/packing
- ⌘ Notify doctor, dentist, and pediatrician and ask for referrals in new town
- ⌘ Start collecting boxes and packing material
- ⌘ Cancel clubs and services paid for monthly (Gym, gardening, trash services, etc)
- ⌘ Arrange for transfer of school records if moving out of district

❖ Three Weeks From Move Date

- ⌘ Begin packing. Remember to label and number boxes to prevent missing items
- ⌘ Put together an inventory checklist and organize boxes
- ⌘ Arrange for utilities to be turned on in new home
- ⌘ Fill out change of address forms at Post Office

❖ Two Weeks From Move Date

- ⌘ Coordinate your move in date with your builder and be sure to have a back up plan (lodging) in case you have to be out of your old home before your new home is ready.

❖ One Week From Move Date

- ⌘ Contact utilities to cancel and transfer account (Telephone, cable, electricity, etc.)
- ⌘ Confirm moving arrangements with moving company
- ⌘ You may want to consider moving very fragile items and family heirlooms yourself

❖ Moving Day

- ⌘ Do final walk-through of old residence
- ⌘ Be present when moving truck arrives and if possible arrange for several people to supervise movers, packing, loading, and unloading your items
- ⌘ Check list of boxes and make sure everything has arrived undamaged before signing mover's paperwork