

When it comes to moving there can be so many things to do it's easy to forget a few. Here is a checklist that is easy to follow. Simply check off each box upon completion. Once you've completed all the categories, your move should go as smoothly as possible!

30 TO 15 DAYS BEFORE MOVING:

- Sell, or give away, anything you don't want to move. Plan a garage sale.
- Make a list of everything to be moved.
- Call several movers to get cost estimates.
- Consider obtaining insurance on moveables.
- Estimate packing materials needed and purchase them (boxes, tape, etc.).
- Pick up a "Change of Address Moving Kit" from the Post Office.
- Gather and store dental, medical and pets veterinary records. Ask for professional referrals for new doctors, dentists and veterinarians.
- Contact children's school and have transcripts forwarded.
- For tax purposes, keep a record of all moving expenses and keep receipts of any items you donate to charity.

14 DAYS BEFORE MOVING:

- Pick one room at a time and label all boxes as to contents and the room in your new home they should be placed in. Label furniture with the name of the room it should be placed in.
- Check to see if your large appliances need special preparation to be moved.
- Send out change of address cards, especially to old and new neighborhood post offices.
- If car is being towed, arrange for a tow bar.
- Make certain you return items you've borrowed from friends or the library.
- Collect items you've loaned out.
- Resign memberships to clubs.
- Arrange for transfer of important documents and fine jewelry.
- Arrange farewell visits.

7 DAYS BEFORE MOVING:

- Arrange cancellation of newspaper and other local home deliveries.
- Ask bank to release safe deposit box and transfer account to new bank.
- Arrange for disconnection of utilities and re-connection at new location.
- If your car or other possessions are not fully paid for, notify your bank or lending facility if you are moving them out of state.
- Arrange for a babysitter on moving day.
- Close area charge accounts and arrange for bills to be forwarded.
- Let your employer know of your new address.
- Arrange for cash, travelers checks, or certified checks (Movers usually require cash or certified check).
- Get tranquilizers for your pet if it will accompany you in the car.
- Drain gas from lawn mower and dispose of flammable items. (Following items should not be packed: Aerosol cans, paint cans, bleach, alcohol, cleaning fluids, ammunition, perishable food, perfume, medicine, nail polish remover, or anything else that could leak.)
- Transfer your insurance so you will be covered at new home.
- Arrange to have your phone disconnected. Find out if you can take your phone with you. Ask about credits for phones at new location.

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DAY BEFORE MOVING:

- Prepare a first aid kit for your trip. Include your daily medical needs.
- Pack a suitcase you can live out of, if necessary, for the first three days in your new home.
- Have each person pack their personal items (medications, clothing, personal care items) to move themselves.
- Pack separate box for children containing special toys, games, clothes, and any necessary medications.
- Empty and defrost refrigerator and freezer and let them air dry for the day. Deodorize large appliances with baking soda or coffee.
- If you live on a busy thoroughfare, request police place "No Parking" signs in front of your house so moving van won't disrupt local traffic.
- Remember to leave keys to your old property with your real estate agent, landlord or neighbor.

MOVING DAY:

- Give moving truck driver written directions to the new address.
- After van is packed and weighed, determine final moving bill. Make sure you have payment ready before van is unloaded at new address.
- Confirm arrival date and time.
- Pack vacuum last so you can reach it easily to clean new home.
- Confirm arrival date and time.
- Sign and save copy of bills. Give mover address of place you can be reached enroute to new destination.
- Before you leave, check every room, closets and the attic a final time

WHEN YOU ARRIVE:

- Be on hand for unloading and to supervise your furniture placement and delivery of packed boxes.
- Have the utility company check appliances for proper operation.
- Inventory everything and make notes of damaged or missing items.
- Start newspaper and other home deliveries.
- Arrange for a safe deposit box.
- Revise your will if you've moved out of the state in which it was drawn.
- Relax! Organization has taken a lot of the worry out of moving.