

# To Do List for Movers

# Minnesota's Real Estate Team

How easy your move will be depends upon several factors which include the distance of your move, your possessions, the size of your family and family members' ages, and how prepared you are for the experience. While you may not have control over the distance you're moving, the amount of possessions being moved or the size of your family, you can control your preparations. This "To Do List for Movers" is designed to help you prepare for your move by reminding you of things people often must do before moving.

<b>Eight Weeks Before You Move ...</b>	<b>Completed</b>
Clean out your attic, basement, storage building and junk closets getting rid of the thing you do not need.	
Begin gathering boxes in all sizes from friends and neighbors, stores and your office.	
Begin collecting packing materials such as bubble wrap, foam pellets, furniture pads, blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding.	
Begin using up the things such as food and cleaning supplies that you don't wish to move.	
Get a notebook or file folder in which you will collect all of your moving papers and receipts. Your moving expenses may be tax-deductible and you will need to keep these papers for tax purposes.	
Obtain a floor plan of your new house and begin deciding where you will want your household items to be located in your new home.	
Begin an inventory of your possessions.	
Obtain estimates from at least three moving companies. Ask for references from each company and call the references.	
Contact your insurance agent to determine the coverage your homeowners policy provides for your move.	
Contact your child's school to learn what you must do to transfer school records.	

<b>Six Weeks Before You Move ...</b>	<b>Completed</b>
Review the inventory of your possessions for items you wish to donate or dispose of before you move.	
Begin identifying doctors and hospitals in your new community.	
Visit the Post Office and register your change of address. Learn about moving and change of address procedures.	
Using the Change of Address kit you receive from the Post Office, inform the following of your move: financial institutions including banks, credit unions; professionals including your stock broker, CPA, doctors and dentists, insurance agent and attorney; credit card companies and other lenders; religious organizations and social clubs; friends and relatives; subscription services such as magazines, newspapers, book clubs; post office and schools.	
Have a garage/yard sale or donate items to charities to dispose of things you do not wish to move. If you donate to charities, keep records of these donations for tax purposes.	
Choose a mover and contact them to make arrangements. Ask your mover about insurance coverage. Ask, also, about additional charges and the methods used to compute time. Get a written commitment from the mover confirming the date of the move and the time of arrival at your new home.	
If you are moving because of your job, contact your employer's human resources department to learn what moving costs, if any, the company will pay.	

<b>Four Weeks Before You Move ...</b>	<b>Completed</b>
Begin packing. It's not too early to get started!	
Send your drapes and carpets to the drycleaner if necessary.	
Contact your natural gas, electric, oil, water, telephone, cable TV, and trash collection companies to learn about service disconnection policies and to schedule disconnect or discontinue dates. (You may wish to keep the telephone service until the very last day.)	
Reserve the freight elevator if you are moving in or out of an apartment.	
Request refunds for items you have prepaid such as your security and pet deposits and any services such as cable and newspaper delivery.	
Notify your residential services such as your gardener, snow removal service, and pool service.	
Contact your insurance companies (homeowner's, auto, medical, and life) to arrange for coverage in your new location.	

<b>Three Weeks Before You Move ...</b>	<b>Completed</b>
Finalize your travel plans.	
Make arrangements to close your local bank accounts and open accounts in your new community.	
Resign from clubs and organizational memberships you will not be able to continue in your new community.	
Return items you have borrowed from others and retrieve what you have loaned.	
Notify your state's Motor Vehicle Office regarding your new address.	
Arrange for moving day child care.	

<b>Two Weeks Before You Move ...</b>	<b>Completed</b>
Make any special transportation arrangements required for your pets and plants.	
Have your vehicle(s) serviced in preparation for the trip.	
Contact your moving company to confirm and review your moving arrangements.	
Pay any outstanding bills you have with local retailers. Pick up your dry cleaning, return library books and return rented videotapes.	

<b>One Week Before You Move ...</b>	<b>Completed</b>
Prepare detailed directions to your new home and a travel itinerary with emergency phone numbers for your moving company.	
Confirm your freight elevator reservation.	
Take your pets to the veterinarian and obtain copies of their veterinary records.	
Drain the gas and oil from lawn mower and other power equipment.	
Give away any plants you don't wish to move.	
Cancel or change the address on your newspaper subscriptions.	

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<b>One Week Before You Move ...</b>	<b>Completed</b>
Purchase traveler's checks.	
Make the arrangements necessary to pay your moving company.	
Buy at least two-weeks worth of your prescription medications and have your prescriptions forwarded to your new pharmacy in your new community.	
Disconnect, bundle and label removable cables and power cords with masking tape. If possible, pack your electronics in their original boxes.	

<b>Two or Three Days Before You Move ...</b>	<b>Completed</b>
If you are not doing your own packing, have the mover pack your possessions.	
As needed, protect your furniture with a thick coat of wax.	
Disconnect, defrost and air dry the refrigerator and freezer.	
Disconnect your other major appliances that will no longer be used.	
Contact the moving company to confirm moving plans.	
After completing your last laundry loads disconnect and drain the washing machine. Turn off the faucets!	
Pack your "Arrival" Kit containing these items: sheets and pillow, towels and wash clothes, toiletries, phone, alarm clock, a change of clothes, and a flashlight.	
Pack your "Survival Kit" including these items: scissors, a utility knife, coffee cups, instant coffee and tea or a coffee maker, water and soft drinks, snacks, paper plates and plastic eating utensils, paper towels, several rolls of toilet paper, soap, pencils and paper, local phone book, masking tape, plastic trash bags, shelf liner, and pain reliever for head and body aches (moving is hard, stressful work).	
Clearly label your "Arrival" and "Survival" kits and place them in your car so that you can get to them when you arrive at your new home.	

<b>Moving Day ...</b>	<b>Completed</b>
Remain until your movers are finished so you can answer questions they may have. Give your movers directions to your new home and an emergency number where you may be contacted during the move.	
Complete information on the mover's Bill of Lading and carefully read the document and the inventory sheet before signing it. Safely store your copies of the Bill of Lading and Inventory until your possessions are delivered to your new home, the moving charges are paid, and any claims are settled.	
Take a final look around to verify that you have forgotten nothing (and for sentimental reasons).	
Record your final utility meter readings for gas, electric and water.	

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<b>When You Arrive at Your New Home ...</b>	<b>Completed</b>
Unpack your "Survival" and "Arrival" kits.	
Verify that your utilities have been turned on and contact utility companies if they have not.	
Place plastic sheets or runners on the floor to minimize dirt in your new house.	
Hang up curtains and window dressings if you have time.	
Be at your new home to welcome the movers when they arrive and answer any questions.	
When they arrive, give copies of a floor plan to your movers which identify where your items go in your new home.	
Check quickly and carefully for damaged or missing items and document this information in writing. Account for each item (or box) on your inventory sheet.	
After the movers are finished, pay your mover what is owed. The driver is obligated by law (a Federal requirement for interstate moves) to collect payment upon delivery. Because you cannot check possessions which have not yet been unpacked, above your signature on the Bill of Lading, write "subject to loss or damage".	
Store your moving and other documents in a safe place.	
Visit your new post office, collect held mail and make arrangements for postal delivery at your new home.	
Finally, welcome yourself home! Grab a chair (if you can find one), prop up your feet on a box and relax a bit. It's almost time to unpack ...	