

MOVING TIMELINE & CHECKLIST

Planning ahead for your relocation move.

EIGHT WEEKS AHEAD

- Contact the Moving Company to request an estimate and determine a possible move day.
- **MOVE LEAD TIMES:**
 - **Peak Moving Season** (from June to August) moves should be scheduled 4 to 6 weeks in advance of move day.
 - **Off-Peak Moving Season** moves will be scheduled 2 to 4 week in advance of move day.
- **ESTIMATES:**
 - The Moving Company will send an Estimator to your home to survey all of your household goods & items to be moved.
 - Make them aware of everything that must be moved. Don't "forget" the lawn furniture, things in the attic, etc. Failure to notify them of everything to be moved may result in the wrong size of truck to be scheduled for your move and consequently, a second truck may be required.
 - The Estimator will create a preliminary inventory of all your household goods to determine the total # of cubic feet expected to be moved.
 - The estimate is based on the **estimated total weight of goods to be moved** and calculated as: total cubic feet X 7# per cubic feet = total weight.
 - It is the Mover's responsibility to review and approve the inventory for accuracy.
- **FINAL CHARGES**
 - The final invoice charges for interstate moves are **based on actual weight (of the household goods) and distance (between locations); not on estimates**, unless you have requested and received a binding estimate.
 - The moving company determines the actual weight of your household goods by comparing the weight of the empty moving truck to the weight of the truck once it's fully packed.
- A binding estimate specifies in advance the cost of your move. It includes all transportation charges plus any additional services which you might request. It does not include items which are later added to the shipment or any additional services which may become necessary after the computation has been prepared.
- Determine what degree of legal protection is needed for the safety of your goods. From acceptance to delivery of your goods, the carrier is responsible for your shipment. Responsibility is not the same as liability, however.

- Start to use up things you can't move, such as frozen foods and cleaning supplies.

SIX WEEKS AHEAD

- Contact the IRS and/or your accountant for information on what moving expenses may be tax-deductible.
- Begin to inventory and evaluate your possessions. What can be sold or donated to a charitable organization? What haven't you used within the last year?
- Make a list of everyone you need to notify about your move: friends, professionals, creditors, subscriptions, etc.
- If some of your goods are to be stored, make the necessary arrangements now. The moving company representative should be able to help.
- Contact doctors, dentists, lawyers and accountants and obtain copies of your personal records. Ask for referrals where possible.

FOUR WEEKS AHEAD

- Obtain a change-of-address kit from the post office and begin filling out cards with the effective date of the move. Fill out a change for each family member receiving mail.
- Arrange special transportation for your pets and plants. Take pets to the veterinarian for required health certificates and rabies shots.
- Notify the principal of your children's school about your intended move and arrange for transfer of school records and credentials.
- Contact utility and related companies (gas, electric, oil, water, telephone, cable TV and trash collection) for service disconnect/connect at your old and new addresses. However, remember to keep phone and utilities connected at your current home throughout moving day.
- Contact insurance companies (auto, homeowner's or renter's, medical and life) to arrange for coverage in your new location.
- Plan a garage sale to sell unneeded items or arrange to donate them to charity. If donating, get receipts for possible tax deductions.

THREE WEEKS AHEAD

- Make travel arrangements and reservations for your moving trip. However, you may not wish to make plane reservations for the same day that you're moving out.
- Collect important papers (insurance, will, deeds, passport, stock, birth records, etc.).
- Arrange to close accounts in your local bank and open accounts in your new locale.

ONE WEEK AHEAD

- Have your car serviced and checked for problems.
- Transfer your fire insurance on house-hold goods or other insurance on personal possessions, so that they will be covered at your new home and enroute.
- Arrange for sufficient cash or travelers checks to cover cost of moving services and expenses until you make banking connections. Cash or certified check is required by the moving company. They will not unpack the van without it.
- Don't forget to withdraw the contents of your safe deposit box, pick up any dry-cleaning, return library books and rented DVDs, CDs, video games, etc.

THREE DAYS AHEAD

- Defrost your freezer and refrigerator. Block doors open so they can't accidentally close on pets or children.
- Have your major appliances disconnected and prepared for the move.
- Pack a box of personal items that will be needed immediately at your new home. Have this box loaded last or carry it with you in your car.
- Organize and set aside those things that you're taking with you so that they don't get loaded on the van in error.
- Cancel telephone and home deliveries

MOVING DAY

- Make sure that someone is at home to answer the van foreman's questions.

- Read your **bill of lading and inventory** carefully before you sign them. Keep these – and all related papers – in a safe location until all charges have been paid and all claims, if any, have been settled.
- Leave keys for your old property with your Realtor or neighbors.