



Six Week Checklist for a Trouble-free Move

6 weeks before your move:

Take an inventory of what you own and decide what must go with you and what can be left behind. Start separating what you plan to sell, give away, throw away and keep. Consider a garage sale or donation of items not going to your new home.

If you decide to move yourself, make arrangements for a truck rental and create a list of friends and family to help with the move. Remember to make it a worthwhile afternoon with plenty of food and drink.

Establish the criteria for hiring a mover. Contact moving companies to get estimates of letting the company pack all or some of your belongings. Though you should be mindful of the cost, the time and effort you save may be worth it.

Begin collecting information on schools, parks and recreation, local points of interest, community calendars, and maps either online or by contacting the chamber of commerce.

Start a central file for all of the details on your move, including a notification checklist to utilities and other businesses. Make sure to collect receipts for moving-related expenses. Depending on your reason for moving, you may be entitled to a tax deduction.



Create a floor plan of your new home, and begin thinking about where you'll want to place furniture. Advance planning eases the stress of making major decisions when your furniture arrives at your new home. Mark and label specific pieces of furniture on your diagram, and put it in your moving folder.

5 weeks before your move:



Confirm the truck rental date and move time with family and friends. If you are hiring a mover, select the company that best fits your established criteria and meet to discuss dates and costs.

Decide now whether you want to pack yourself or hire your mover to do this task. Self-packing can save money, though hiring a mover to pack your belongings minimizes breakage.

If you've decided to pack yourself, you'll need to begin gathering boxes. Remember to collect special-purpose containers for items like clothing on hangers and art.

From your notification checklist, contact the post office, magazines, credit card companies and friends and family etc., about your change of address using the change of address cards provided.

In addition, contact utilities (gas, water, electricity, telephone, cable TV) to schedule disconnection of services on the day following your move. Call the utilities in your new town to arrange for service to start a few days before your move. Don't forget to arrange for an expert, if necessary, to install fixtures and appliances upon their arrival at your new home.

If packing yourself, start with seldom-used articles like china and other collectables, specialty cookware, non-essential clothing, personal items like photos, and decorative items.

Pack each box light enough to be handled by any of the members of your family – not just the strongest person. Heavier items go in smaller boxes, lighter items in larger boxes.

Pick a garage sale date at least one week before the move. Think about teaming up with neighbors who want to sell some of their old belongings, and plan a neighbourhood sale. Arrange for a pick-up for items being donated to a local charitable organization.

Take an inventory of your everyday household goods. Decide which items you will discard or put in storage.

Start taking your packing seriously. Label the contents of all boxes carefully with the label stickers provided.

As best you can, box essential items together, and write "open first/load last" on these boxes. The ability to identify these boxes and get to important items like pots, dishes, silverware, alarm clocks, bedding, pillows, towels, cherished toys and essential items for babies or children will make for a smoother move.

Make sure all personal and medical records are in order. This includes birth certificates, insurance records and financial statements.

4 weeks before your move:



Contact your doctors, dentist and veterinarian to receive copies of medical records.

Make personal travel arrangements (flights, hotel, rental cars) for your trip if applicable.

Use up all frozen items, and buy only what you'll eat in the next three weeks. Get creative in the pantry and take quick trips to the grocery store, only for the most essential items.

Arrange to clean your new home, or plan to clean it yourself as close to move-in as possible. Since the home will probably be unoccupied by this time, make sure the cleaning is thorough and covers all those nooks and crannies usually blocked by furniture or appliances.

Contact your children's schools, and arrange for records to be forwarded to your new school or district.

If you have a bank safety deposit box, make arrangements to safely transfer items from your old safe deposit box to your new one. Meet with your bank to change account status.

Hold a garage sale now. Place donated items in clear view for pick-up.

Check with your insurance company to cancel current coverage or transfer coverage to your new home.

Make arrangements for transporting your pets and any houseplants.

Transfer all current prescriptions to a drug store in your new town.

Change your newspaper subscription to reflect your new address. If moving to a new town, establish a publication and date for delivery to your new address.

Remove valuables and spare house keys from your favourite hiding places.

2 weeks before your move:



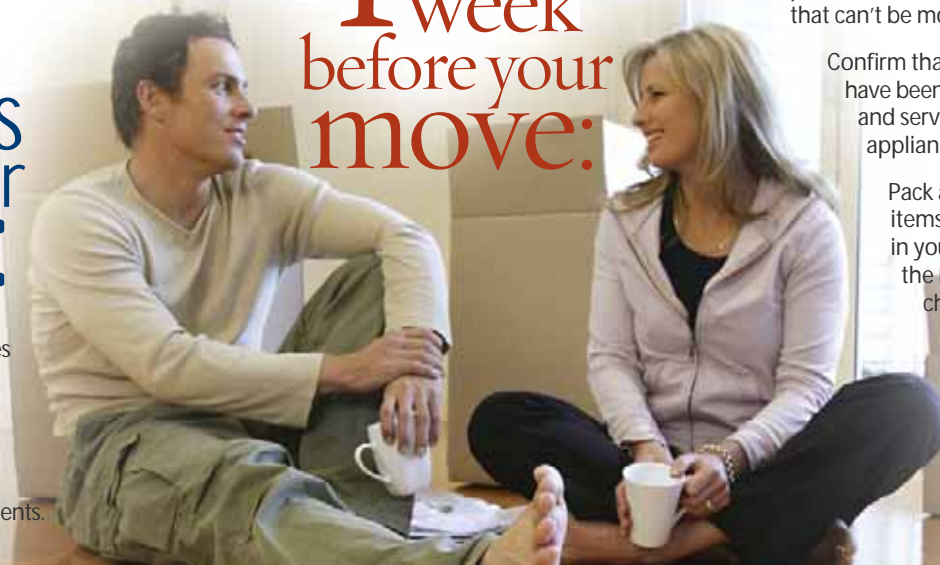
If renting, arrange for an inspection with your landlord.

Dispose of toxic or flammable items that can't be moved.

Confirm that arrangements have been made to disconnect and service your major appliances being moved.

Pack a kit of necessary items that should go in your car and not the moving van: your cheque book, cash or travelers cheques, medications, essential toiletries, light bulbs, flashlight,

1 week before your move:



toilet paper, pet food, spare glasses or contact lenses, baby or child care items, toys and car games for children and your notebook with moving information.

If you have young children, arrange for a babysitter to watch them on moving day.

Put your "open first/load last" boxes in a separate place so friends/family or the mover can identify them.

Pay all outstanding bills. Be sure to indicate your new address on payment receipts.

The movers will arrive to start the packing process.

Empty and defrost your refrigerator and freezer, clean both with a disinfectant and let them air out. Put baking soda or charcoal inside to keep them fresh.

Provide clear directions and a phone number to your new home for both friends/family and the moving company van operator.

Leave your forwarding address and phone number for your home's new occupants.

1 to 2 days
before your
move:



Moving
day

Remove linens from the beds and pack in your "open first" box.

When the movers arrive, review all details and paperwork. Accompany the van operator to take inventory. Verify delivery plans.

If there is time, give the home a final cleaning, or arrange in advance for someone to perform this service the day after moving out.

If renting, have a walk-through with your landlord and make arrangements to drop off all keys after the move is complete.

Make sure to have plenty of water, other drinks and snacks to offer to your movers.

If you arrive before the movers, take some time to tidy up your home (dusting shelves, etc.) so the movers can unpack items directly onto clean shelves.

Unpack your car.

Review your floor plan and check to make sure the utilities have been connected, and follow up on any delays.

Whether moving yourself or with a professional moving company, assign one person to direct the movers on where to place items. Once all items are unloaded, unpack only what you need for the first few days.

Focus on creating a sense of home for your family. Give yourself at least two weeks to unpack and organize your belongings.



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