



## MOVING CHECKLIST

### THINGS TO DO AFTER DECIDING TO MOVE

- Contact a moving company for a quote on moving costs. Unless you're given a binding estimate, the cost can vary, depending on the actual weight of items and any extra services.
- Decide if you are going to pack for yourself or have the movers do it.
- Transfer or resign from organizations and associations.
- Collect suitable containers and packing materials if you plan to do the packing yourself.
- Start to use up things that can't be moved, such as frozen foods, canned goods and flammable household aerosol cleaners. Buy only what you will use before moving.
- Prepare a list of friends, relatives, business firms, doctors and others who need to be notified of your move.
- Consider having a garage sale to sell unwanted clothes or furniture.
- Assemble packing materials: boxes, felt-tip markers, large self-stick labels, newspapers, utility knife, packing peanuts or bubble wrap, packing tape, furniture pads, dolly, scissors.
- Pack an "Instant Aid" box containing things you'll need upon arrival: sponges, paper towels, powdered detergent, paper plates, toothpaste, light bulbs, hammer, trash bags, hand soap, toilet paper, scissors, utility knife, coffee cups, tea kettle, first-aid kit, snacks, pencils and paper, masking tape, bath towels and shelf liner.



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### THINGS TO DO 30-60 DAYS BEFORE THE MOVE

- Establish credit in your new city. Arrange for a transfer of bank account funds and the contents of your safety deposit box.
- Check personal insurance policies to see whether moving is covered. Transfer fire, theft and other personal property insurance to ensure coverage at your new home.
- Gather information on prescriptions. Get current phone numbers and addresses of your doctor and dentist.
- Arrange to transfer school records and secure transcripts from local school district you are leaving.
- Get copies of your records from doctors, dentists, accountants etc.
- Plan to cancel all utilities.
- Pick up all dry cleaning and anything left at the tailor.
- Set a date to cancel the newspaper.
- Alert the post office that you will be moving. If you don't yet know your permanent address, the post office can hold your mail for you. Send out change-of-address cards. First-class mail is forwarded free of charge for 1 year; newspapers and magazines – 60 days.
- If moving a long distance, take your car in to have it checked for the upcoming road trip.
- Transfer all prescriptions to your new pharmacy.
- Have rugs and draperies cleaned and keep them in bags until the movers arrive.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations for licenses.
- Collect all items being repaired, cleaned or stored.
- Return library books and anything else you may have borrowed.



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## SEND CHANGE OF ADDRESS

- Post Office: give forwarding address
- Charge accounts, credit cards
- Subscriptions: notice requires several weeks
- Friends and relatives
- Banks: transfer funds, arrange check-cashing in new city
- Insurance: life, health, fire and auto
- Automobile: transfer of car title registration, driver's license, city windshield sticker, motor club membership
- Utility companies (gas, light, water, cable, telephone, fuel): arrange for refunds of any deposits and service in new town.
- Cancel/change newspaper delivery
- School records: ask for copies or transfer of children's records
- Health: medical, dental, prescription histories. Ask doctor and dentist for referrals, transfer needed prescriptions, x-rays.
- Church, clubs, and civic organizations: transfer memberships, get letters of introduction
- Pets: ask about regulations for licenses, vaccinations, tags etc.



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## DON'T FORGET

- Empty freezer: plan to use food
- Defrost freezer/refrigerator: set a container of baking soda in each to dispel odors
- Have appliances serviced for moving
- Remember arrangements for TV and antenna
- Clean rugs or clothing before moving; have them wrapped or packed
- Check insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment
- Plan for special care needs of infants and children

## ON MOVING DAY

- Carry currency, jewelry and documents yourself or use registered mail
- Plan for transporting pets; they are poor traveling companions if unhappy
- Let close friend or relative know your route and schedule, including overnight stops; use him/her as a message headquarters
- Leave all old keys needed by new tenant or owner with the real estate agent



# MOVING CHECKLIST

## MOVING WITH CHILDREN

Your children may feel anxious and excited at the thought of a moving adventure. To ensure that they are most comfortable in their new surroundings here are some suggestions.

- Be sure to investigate the local children's attractions in your new destination.
- Park District Programs may be available for class enrollment.
- Assist in getting the kid's rooms set up first.
- Rental movies might help keep kids occupied as you begin to get moved into your new home.
- Have snacks and drinks available on moving day.
- Special books or craft items and games may help keep kids occupied on moving day.
- If the children are young, a babysitter may assist you in being responsible for the kids on the day you move into your new home.
- Have a change of clothes easily accessible for each child.
- Any medications that are taken on a regular basis should be accessible to you.



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## MOVING WITH PETS

Your pets require special care and attention when moving to a new location. Here are some suggestions on making the move as comfortable as possible.

Small dogs and cats can be flown by air transportation or driven along in the car. There are businesses that specialize in the transportation of pets. Your moving company may be able to supply you with names of pet mover or look online or in your local directory. If you are arriving to your new destination by air transport your pets can ride along in the baggage compartment. If you choose to transport in this fashion, here's a quick list of items to consider:

- You must provide the airline carrier with a current health certificate from your veterinarian.
- Make sure to speak with the airline about their specific rules and regulations regarding pet transportation.
- If you have a pet container for your pet, make certain that it fits within the requirements of the airline.
- Tranquilizers may be appropriate to obtain from your veterinarian to give your pet prior to the trip.
- Something familiar to your pet such as a toy, article of clothing or a blanket may help your pet feel more comfortable during the flight.

If your pet is flying without you, be sure you have arranged for someone to pick up your pet. If you do not know anyone in the new destination, a local kennel can do that for you. Some kennels will board pets, which may assist you in the move as well.

If your pets are traveling with you in the car, be sure to have their water bowl, leash and favorite toy. Be sure to make frequent stops as pets can get carsick easily and being restricted in a car all day can make them nervous and upset. Some hotels/motels offer accommodations for pets. Be sure to plan your stay on the road ahead of time.

Smaller pets such as hamsters, birds and other small animals can be transported in the car fairly easily. Make sure that your pet has enough food and water in their cages and are kept out of drafts or extreme temperatures. Cover their cages to keep them quiet and calm.



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## SUGGESTIONS FOR MOVING PLANTS

It is best for the plants if you can transport them in the car. Here are some suggestions for moving your plants:

- Three weeks before you move, prune back your plants to make them hardier and less bulky for the trip.
- Two weeks before moving, place your plants in heavy-duty plastic bags with a pest/bug strip or pest control powder. Close the bag and place in a cool area overnight. This will kill any pests on the plants or in the soil.
- The day before your move, place plants in the travel containers. Cardboard boxes are preferable. Secure the plants by packing dampened newspaper or dampened packing paper around the base of the plants and soil. Use more paper to cushion the leaves and place a final layer of wet paper on top of the plants to keep them moist.
- On moving day, set the boxes aside so that the moving company does not load them onto the moving van.
- While plants are in the car, take care not to leave the plants in extreme heat or cold.
- Unpack the plants as soon as you arrive. Remove plants from the bottom of the box in order to avoid breaking stems.
- Gradually expose plants to sunlight to reduce shock.
- If you leave your plants behind, take cuttings. Put the cuttings in a plastic bag with wet paper towels wrapped around the cuttings.