

Your Moving Planner

Moving is one of the most stressful events in a person's life, but with the right kind of planning and care, you can take the stress out of your move.

The biggest mistake most people make is failing to plan ahead. Waiting until the last minute, especially during movers' busy summer season, limits your options and can result in disappointment when it comes to securing the services of the mover you want at the date of your choosing.

We suggest you begin making arrangements at least six to eight weeks before the moving date.

Eight Weeks before your Move

- Obtain a floor plan of your new residence and decide what household items you want to keep.
- Begin an inventory of all household goods.
- Contact your insurance agent, and ask them about your homeowner's policy to determine whether your possessions are covered when moving.
- Establish a file for all moving papers and receipts.
- Arrange to transfer child's school records.
- Book the order for service with your moving consultant.

Six Week before you Move

- Begin search for good health-care professionals in your new location.
- Fill out post-office change of address cards.
- Send your new address to anyone that might need it -- insurance agents, credit card companies, magazine subscriptions, friends, relatives, etc.
- Clean out closets and dispose of all items that you will not be taking with you.
- Hold a moving/garage sale or donate items to charities.

Four Weeks before you Move

- Start packing!

Click here for [Professional Packing Tips](#)

- If our moving team is doing the packing, arrange for it with your moving consultant.
- Send furniture, drapes, and carpets for repair or cleaning as needed.
- Begin to use up overstocks of staple foods.
- Gather valuable personal papers that you may need at your destination location, including medical and dental records, school records, birth certificates, etc.
- Make travel plans and arrange any motel or other reservations.

Three Weeks before you Move

- Arrange to have utilities (gas, electric, phone, cable, water, etc.) disconnected in your present home, and connected at your new home.
- Ready car registration and insurance records for transfer.
- Notify State Motor Vehicle Bureau of your new address.
- Arrange for childcare on moving day.
- If necessary, reserve apartment elevator for pickup and/or delivery dates.

Two Weeks before you Move

- Arrange to move pets.
- Dispose of all items too dangerous to move, including flammable liquids.
- If necessary, have your automobile serviced and ready for the trip.

One Week before you Move

- Transfer all bank accounts.
- Cancel newspaper delivery.
- Have enough medication to last at least two weeks. Have prescriptions forwarded to a pharmacy at your new destination.
- Buy traveler's checks.
- Make arrangements to pay for your move with a postal money order or cash.
- Withdraw items and close safety deposit boxes.

Two Days before you Move

- Start packing your goods (unless our moving team is doing it for you).
- Defrost and dry refrigerators and freezers to be moved.
- Set aside valuable items to carry with you including jewelry, vital documents, money and valuable small items.

Moving Day

- Be on hand to answer questions and give directions to your moving team and stay until they are finished.
- Accompany driver for inventory of your household goods.
- Complete information on bill of lading and carefully read the document before you sign it.
- Make sure you have your copies of the bill of lading and inventory.
- Keep the bill of lading until your possessions are delivered, the charges are paid.
- Before the van leaves, take one final look through the house to make certain nothing has been left behind.
- Give the driver directions to your new home.
- Notify the driver and your moving consultant where you can be reached during the move.

Delivery Day

- Be on hand to answer any questions and give directions.
- You must pay the driver before your goods can be unloaded. This is a Federal requirement for interstate moves.
- Supervise unloading and unpacking.

Moving Safety Tips

- Dispose of flammables such as fireworks; cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, etc.
- Drain fuel from mowers and other machinery, and discard partly used cans of oil, paint, thinner, or other substances that might leak.
- Carefully tape and place in individual waterproof bags any jars of liquid you plan to take with you.
- Refillable tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable tanks. Some carriers and the military do not permit shipment of any propane tanks. Check with your moving company first.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.
- Obtain a written appraisal of antique items to verify the value. Avoid waxing or oiling wooden antiques and fine wood furniture prior to moving because some products may soften the wood, making it vulnerable to imprinting from furniture pads.
- Think twice before dismantling your outside TV antennae; a new one may cost less than moving the present one.
- Third-party servicing will likely be needed before moving such items as hot tubs, large-screen TV's, and some exercise equipment.
- Talk to your moving company about PRE and POST move servicing of washer, dryer, refrigerator, dishwasher, grandfather clock, satellite dish, etc.

Moving Appliances:

Air Conditioners

Consult your authorized dealer or service man on your particular model. Some sealed units should be bolted down.

Dryers (electrical or gas)

Check with your service man. Motors may need to be checked and secured.

Freezers

These appliances must be completely defrosted one or two days prior to moving. They should be dried and aired to avoid musty odor. Safety of contents cannot be guaranteed, so it is best to empty your freezer and plan meal that will use up perishable contents. Check with your service man to be sure the motor is bolted, if necessary.

Refrigerators

Defrost and thoroughly dry your refrigerator before moving. This is very important. The doors should be left open several hours to air after defrosting. All pans, trays, crispers, shelves, or removable parts should be removed and wrapped individually. Have your refrigerator serviced. The motor may have to be bolted down before moving. Do not plug it in at the new home until it has been unbolted.

Sewing Machines

The do not need special servicing for local moving. For long distance, the driver should stuff paper in and around the machine and place paper between the lid and base to prevent rubbing.

Stoves

Stoves must be disconnected prior to pickup. Be sure gas lines are shut tightly and capped. For electric ranges, removable coils (and all other removable parts) must be packed separately.

Televisions Sets

Some sets require to be checked before moving. Some color TV's must be serviced both before and after moving. Television antennas should be removed from roof tops and disassembled (if necessary).

Washers

Washers must be serviced by an authorized service man. Motors should be checked and secured, tumbler action protected and fastened in place.