

# START THINKING ABOUT A SMOOTH MOVE

With a little planning upfront, your move into your new home can be surprisingly simple. Here are the basics of how to make your move an easy one:

## Notify others of your new address

- If you want the Post Office to forward your mail, get a Change of Address Form from your postman or local post office. Then complete it and return it.
- Others, including friends and businesses; such as you Doctor and Dentist, can be notified by phone or you might prefer to send them copies of a simple letter.

## Notify utility and other companies to stop service at your old home and begin service at your new home

- Your local and long distance telephone services, gas, electricity, water, disposal service, cable television and any others can be requested to begin or discontinue service with a brief advance phone call.

## Reduce the number of items you will move

- Start depleting your supply of canned and frozen foods. Canned goods usually are not worth the effort and expense of moving. While frozen foods could thaw during transit.
- Begin a Throw-Away Pile and a Give-Away Pile so you won't end up moving items you don't need or want.

## Set up a moving crew

- If you plan to move yourself; make arrangements with those who will help you a few weeks in advance.
- If you decide to use a moving company; start shopping around soon enough to give the company you select at least 3 to 6 weeks notice.

## Don't overlook the special moving requirements of pets

- Do not transport your pets much farther than they have safely traveled before without consulting your veterinarian or pet shop.
- To transport animals by air; you need an airline-approved animal carrier.
- A moving company can inform you of any state regulations for pet entry.

## Keep a record of all moving expenses

- You may be able to deduct part or all of your moving expenses from your income taxes for the year. Consult your tax advisor for details.

### ■ NOTES:

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# READY TO MOVE

Here are the basics of how to make your move an easy one - Broken down by time-frames

## 8 WEEKS

### Before the move

Contact a professional mover or truck rental company and get estimates; Make early reservations. Decide what furniture stays and what furniture goes. Use up things that cannot be moved, such as; frozen food and flammable household cleaning supplies.

## 6 WEEKS

### Before the move

Inventory your possessions and determine what will be sold or donated. Get copies of records from Doctors, Dentists, Lawyers, Accountants, etc. Transfer children's school records.

## 4 WEEKS

### Before the move

Hold a garage sale, then arrange for storage, if necessary.

## 3 WEEKS

### Before the move

Assemble packing materials: dolly, scissors, packing tape, bubble wrap, newspaper, rope, boxes, etc. Begin packing items you won't need. Arrange cancellation of utilities at old home and have them installed at the new home. Make travel and hotel reservations. Get car license, registration, and insurance in order.

## 2 WEEKS

### Before the move

Transfer bank accounts and cancel direct deposit or automatic payments on accounts you are closing. Make special arrangements for moving pets. Consult your Veterinarian for tips on making the move easier on your pet. Get your car checked and serviced for the trip.

## 1 WEEK

### Before the move

Transfer all medical prescriptions to the pharmacy in your new location. Return all library books and videos. Send out dry-cleaning and pick up after the move. Finish major packing, labeling boxes by contents and room destinations.

## 3 DAYS

### Before the move

Defrost freezer. Have cash on hand. Pack a weekend bag in case of delay. Pack a handy "First Aid Kit": scissors, utility knife, coffee cups, tea kettle, paper plates, instant coffee, tea, soft drinks, soap, pencil and paper, local phone book, bath towels and toiletries.

## MOVING DAY

### Before the move

Pick up rental truck early. Inspect basement, attic and garage. Turn off water, lock all doors and windows. List every item loaded into the truck to use as a checklist as they are unloaded.

# MOVING CHECKLIST

## AT YOUR PRESENT ADDRESS:

- Post Office - Give forwarding address
- Charge Accounts & Credit Cards
- Subscriptions: Notice requires several weeks
- Friends and Relatives

## BANK:

- Transfer funds, arrange check-cashing in new location.
- Obtain cashiers check necessary for closing real estate transaction. Be sure to ask your bank if this check is drawn on a California institution.
- Arrange credit references

## INSURANCE:

- Notify company of new location for coverage's: Life, Health, Fire and Auto.

## UTILITY COMPANIES:

- Telephone, gas electricity and water.
- Get refunds on any deposits made

## DELIVERY SERVICE:

- Laundry, newspaper, change over of services

## MEDICAL, DENTAL, PRESCRIPTIONS:

- Ask Doctor & Dentist for referrals; Transfer prescriptions, eyeglasses, X-rays. Obtain birth records, medical records, etc.

## CHURCH, CLUB, CIVIC ORGANIZATIONS:

- Transfer memberships; get letters of introduction

## PETS:

- Ask about regulations for licenses, vaccinations, tags, etc.

## DON'T FORGET TO:

- Empty freezer; plan use of foods.
- Defrost freezer and clean refrigerator. Place charcoal to dispel odors.
- Have appliances serviced for moving.
- Remember arrangements for TV and cable.
- Vacuum and clean carpets
- Clean rugs and clothing; before moving, have them wrapped and ready to move.
- Check with your Moving Counselor; Insurance coverage, packing and unpacking labor, arrival day, various shipping papers. Method and time of expected payment.

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# MOVING CHECKLIST Continued...

## ON MOVING DAY:

- Carry enough cash or traveler's checks to cover cost of moving services and expenses until you make banking connection in your new location.
- Carry jewelry and documents yourself or use registered mail.
- Plan for transporting pets; They are poor companions if unhappy.
- Let close friends or relatives know your route and schedule you will travel, including overnight stops: Use them as message headquarters.
- Double check closets, drawers and shelves to be sure they are empty.
- Leave all old keys needed by new tenant or owner with Realtor or neighbor.

## AT YOUR FUTURE ADDRESS:

- Check on service of telephone, gas electricity and water.
- Check pilot light on stove, hot water heater, incinerator and furnace.
- Have appliances checked by utility company.
- Ask mailman for mail he/she may be holding for your arrival.
- Have new address recorded on Driver's License.
- Visit city offices and register for voting.
- Register car within five days after arrival in state or a penalty may have to be paid when getting new license plates.
- Obtain city inspection sticker and transfer motor club membership.
- Apply for new state Driver's License (if applicable).
- Register family in your new place of worship.
- Register children in school.
- Arrange for medical services: Doctor, Dentist, etc.
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