

making your move



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KELLER WILLIAMS® REALTY

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Our accent is on your success

What to do before you move...

Two months before moving:

- Sort through your belongings to reduce the number of things to move.
- Have a garage sale or donate items you no longer need.
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare.
- Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
- If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.
- Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.
- Place your legal, medical, financial, and insurance records in a safe and accessible place.
- Purchase insurance coverage for valuables to be moved.

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One month before moving:

- Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
- Make travel arrangements for your pets.
- If you're driving, have your car tuned up.
- Get medical records from your doctors, dentist, optometrist, and veterinarian.
- Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- Back up important computer files to floppy disk.

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What to do before you move...

Two weeks before moving:

- Contact your utility companies and notify them of your move.
- Sign up for services at your new address.
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day.
- Confirm your travel reservations.
- Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.

One week before moving:

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- Finish packing all boxes except what you'll need in the final week.
- Inform the post office of your upcoming move.
- Send change-of-address cards with your new address and phone number to:
 - Friends and family
 - Banks, insurance companies, credit card companies, and other financial institutions
 - Magazines and newspapers
 - Doctors, lawyers, accountants, agents, and other service providers
 - State and federal tax authorities and any other government agencies as needed
 - Workplace, schools, and alma maters

The day before:

- Set aside moving materials, such as tape measure, pocketknife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.

Moving day...

Carry with you:

- The keys to your new home.
- A map of your new town and directions to your home.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- The telephone number of the moving company.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels and personal hygiene items for the first night in your new home.

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Upon arrival:

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.
- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.

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Packing Checklist

Packing tips to make your move a little easier...

- Gather boxes in all sizes from friends, neighbors, and stores.
- Collect cushioning material such as bubble wrap, Styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
- Create a “portable packing kit” with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your home where it should be placed.
- Number the boxes and keep a list of which boxes go in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack your TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don't pack all your books into one box!)
- Don't move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.

Packing Checklist By Room

Kitchen

- Cupboards
- Closets
- Drawers
- Box numbers for kitchen: _____

Dining Room

- China cabinet or hutch
- Light fixture and lamps
- Furniture: table and chairs
- Box numbers for dining room: _____

Living Room

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knick-knacks and artwork
- Lamps
- Furniture: couch, chairs, and tables
- Box numbers for living room: _____

Family Room

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knick-knacks and artwork
- Lamps
- Furniture: couch, chairs, and tables
- Box numbers for family room: _____

Packing Checklist By Room

Master Bedroom

- Closets
- Dressers and contents
- Furniture: bed, dressers, nightstands, and desk
- Box numbers for master bedroom: _____

Master Bathroom

- Cupboards and contents
- Linens and towels
- Knick-knacks and wall hangings
- Box numbers for master bathroom: _____

Bedroom#1

- Closets
- Dressers and contents
- Furniture: bed, dressers, nightstands, and desk
- Box numbers for bedroom #1: _____

Bedroom#2

- Closets
- Dressers and contents
- Furniture: bed, dressers, nightstands, and desk
- Box numbers for bedroom #2: _____

Bedroom#3

- Closets
- Dressers and contents
- Furniture: bed, dressers, nightstands, and desk

Packing Checklist By Room

Study/Office

- Computer equipment: CPU, monitor, and printer
- Desk and contents
- File cabinets and content
- Box numbers for study/office: _____

Bathroom

- Cupboards and contents
- Linens and towels
- Knick-knacks and wall hangings
- Box numbers for bathroom: _____

Attic

- Trunks
- Boxes
- Box numbers for attic: _____

Garage

- Yard equipment and garden tools
- Home maintenance equipment and tools
- Box numbers for garage: _____

Basement

- Cupboards and shelves
- Box numbers for basement: _____

Other Room(s)

- _____
- _____

Helping Children Cope with the Move

- Show the children the new home and their new room prior to moving. If this is not possible, pictures or videos will help them visualize where they are going.
- Assure children that you won't forget their friends.
- Make a scrapbook of the old home and neighborhood.
- Throw a good-bye party. At the party, have their friends sign a t-shirt.
- Have your children write good-bye letters and enclose their new address. You may wish to call the other children's parents so that they will encourage return letters.
- When packing, give your children their own boxes and let them decorate them.
- Start a scrapbook for your new home.
- Visit your children's new school, park, church, etc... Take a camera.
- Help your children invite new friends over to your new home.
- Let your children choose a new favorite restaurant. This will help them feel in control of their new environment.
- Encourage your children to send letters about their new home to their friends.
- Involve your children in groups, sports, and activities like the ones they used to participate in.
- Remember, even if you only lived in a home for a few years, to a young child it is nearly their entire lifetime.