

Economy Movers Moving Checklist

It is easy to forget a vital detail regarding your move. Below is a handy household moving checklist, beginning at three months before your desired move date and counting down to moving day, that is sure to help you going.

Weeks 12-9:

_____ If you are being relocated by your company, verify what your company relocation policy covers and what you will be responsible for moving.

_____ Establish tentative dates for your move.

_____ Establish and lay out schedules for your planning calendar.

_____ Put your home on the market or notify your landlord or your intent to vacate. Keep in mind closing dates.

_____ Begin your mover selection process.

_____ Make a house-hunting trip to your new town or city. Contact a real estate agent or get an apartment guide if you're planning to rent.

Weeks 8-7:

_____ Select Economy Movers Of Green Bay, LLC to handle your relocation.

_____ Make a list of everyone you'll need to notify of your move. Update your contacts/address book.

_____ Obtain the Post Office's change of address kit.

_____ Sort items you don't intend to take to your new location. Plan a date for a garage sale.

_____ Contact the IRS or your accountant regarding forms and information about tax-deductible moving expenses.

Week 6:

_____ Select your new home and arrange financing. Establish a tentative closing date.

_____ Check school schedules and any enrollment requirements.

- _____ Obtain church/synagogue information for your new area.
- _____ Determine any new drivers' license requirements and transfer of license plates or registration.
- _____ Contact an insurance agent regarding coverage on your new home, its contents, and your automobile insurance.
- _____ Look for job opportunities for your spouse and children.
- _____ Select a bank, establish accounts, and obtain a safe deposit box.
- _____ Sketch out a floor plan of your new home and get room measurements.
- _____ Determine how your present furniture, appliances and decor will fit and make a list of the things you will need to buy.
- _____ In the event that you have not found a new home, secure a Post Office box for mail forwarding.
- _____ Get utility information and phone numbers. Determine any requirements to commence service (such as deposits or pre-payments).

Week 5:

- _____ Notify schools of your move date. Arrange for records to be transferred to new school system.
- _____ Schedule pick up and delivery dates with your mover. If you need storage, make arrangements with your moving company now.
- _____ Continue sorting belongings, dividing them into what will go in the van, what will go with you, and what you are giving away or discarding.
- _____ If you have high value items (such as antiques) that you expect to be shipping, obtain an appraisal and get receipts.
- _____ Make travel arrangements. If you will be flying, remember that most airfares are cheapest if booked at least 30 days in advance.

Week 4:

- _____ Hold your garage sale or donate items to charity.
- _____ Verify your time schedules with your real estate agents and/or landlord.
- _____ Reconfirm dates for packing, pick up and delivery with your mover.
- _____ Send change of address cards to the Post Office, relatives, friends, and magazine subscriptions.

Week 3:

_____ Gather all your personal records from doctors, dentists, lawyers, accountants, church, school, etc.

_____ Notify the utilities at your current address of your disconnect dates and your forwarding address and contact those in your new town to begin service.

_____ Notify your credit card companies of the change of address. Apply for new bank cards and local store charge accounts if necessary.