

2 MONTHS BEFORE MOVE....

- ☐ **Begin sorting through the contents of rooms, closets, drawers, and cupboards to weed out what you don't want or need.**
- ☐ **Use the colored stickers supplied by HH to help determine what will be packed to move, what will be given away to family or friends, and what will remain behind for the estate sale.**

Only work in one room at a time. Finish that room before moving on to the next. Checking the rooms off one at a time will help it from becoming overwhelming.

A good rule to follow for clothes is if you haven't worn them in the past two seasons you probably won't wear them the next time that season comes around.

- ☐ **Obtain receipts for tax purposes for items you decide to donate.**

Remember: family photos can be scanned into the computer and changed to a digital format to make them easier to share with everyone.

A digital photo frame is also a great way to keep the memories but not all the photo albums. Talk to us about how we can help you with this!

- ☐ **Inventory everything of value you plan to move and determine replacement values for insurance purposes.**

Be sure your family and friends know when your moving date is so they can visit to pick up the things you are gifting them. If you need help making arrangements to have items shipped/delivered, please let us know

- ☐ **Contact the Chamber of Commerce in your new town to request a new resident packet**

6 WEEKS BEFORE MOVE....

☐ **Finalize real estate or rental needs.**

Make sure the contract is signed and keep a copy with the phone number handy so you can call as questions come up.

If moving out of town, make travel arrangements especially if you may need to stay a night or two at a hotel or with family during the move and unpacking process.

☐ **Schedule time to review your floor plan, take measurements of the furniture you are planning to move and draw up your custom space plan for your new home.**

☐ **Obtain copies of medical and dental records** for each family member or ask your current doctors to fax/email copies to your new doctor's office.

Consult insurance agents to find out if changes to policies are necessary.

☐ **Make sure you keep all your important papers set aside** (deeds, tax information, financial records, insurance policies, passport, etc.). *You will want to make sure these are located and safe prior to the packing process beginning.*

☐ **Contact clubs or organizations you have joined** to ask about cancellation fees or transferring your membership

1 MONTH BEFORE MOVE....

- ☐ **Alert utility companies** to disconnect services the day after you move and to have new service activated several days before you arrive at your new house. Phone, internet, cable, water, garbage, electric
- ☐ **Start contacting all key financial providers** such as your bank to have details changed on your accounts.
- ☐ **Be sure to empty your safe deposit box and keep the items safe to be moved with you. These items should not be packed and moved by the movers.**
- ☐ **Give notice to all service providers** such as gardeners, pool maintenance and discuss the date of the last service needed. If you have prepaid for a year of service remember to ask about your refund.
- ☐ **Begin sending out change of address cards** to friends and family. Heirlooms House will provide you with these upon request.
- ☐ If you're packing your house yourself, **order supplies** and start packing boxes.
- ☐ Arrange for rugs and draperies that are moving to be cleaned in time to be packed.
- ☐ Leave wrap when returned from the cleaners for protection

2-3 WEEKS BEFORE MOVE....

- ☐ **Refill prescriptions you will need prior to the move.**
- ☐ Make sure to return library books and pick up dry cleaning. Retrieve any items out on loan to friends and family (books, DVDs).
- ☐ **Assemble a folder of any important information** you are leaving for the new owners (manuals, transferable policies, etc.)

1 WEEK BEFORE MOVE....

- ☐ **Confirm travel arrangements, if needed.**
- ☐ **Complete change-of-address forms** at the post office, and send notices to magazine subscriptions, creditors, friends and relatives, alumni organizations, credit cards, banks, and any other necessary companies and organizations.
- ☐ **Cancel newspaper subscriptions.**
- ☐ **Notify your employers**--new and old--of your new contact information.
- ☐ **Pack suitcases/boxes** you plan to move with clothes, toiletries, jewelry, and important financial records and documents

MOVING DAY

- ☐ **Pack your first-night box.**
- ☐ **Be sure you have all of the “must-haves”** with you when traveling to your new home:
 - Medications
 - Eyewear
 - Cellphone
 - Important papers including the lease for your new home.
- ☐ **Complete Walkthrough**
Heirlooms House will conduct a final walkthrough with you after the movers have loaded the truck to verify we have taken everything you intended to move to your new home.
- ☐ **Sign the bill of lading** (ensure that the address and phone number are correct) and inventory, and keep your copies in a safe place.
- ☐ Lock windows, turn off lights, close doors, and take a final tour after the movers have finished making certain nothing is left behind