6 Wee	6 Weeks Before Your Move				
Create a Moving File					
	STEP 1: Get a banker's box with folders to make a moving file.				
	STEP 2: Contact your Dentist and family doctor to compile a medical file. Get immunization, treatment, and x-ray records. Ask them for referrals in your new city.				
	STEP 3: Contact your kid's current school to get a withdrawal slip, transcripts and attendance records. Speak with the new school to ask what paperwork additional paperwork they need you to organize.				
	STEP 4: If you have pets contact your veterinarian for immunization records.				
ADDIT	IONAL TASKS / NOTES				

5 Weeks Before you Move					
Jpdating your bills					
STEP 1: Insurance Policies					
Call your insurance agents, medical, dental, automotive, etc. and ask what changes you need to make in your policies if any. Make sure your automotive insurance cards are current.					
STEP 2: Memberships					
Contact health clubs, organization, magazines, newspapers, and groups to cancel or transfer memberships.					
STEP 3: Utilities					
Notify service providers of your move. Inquire if any deposits or returns.					
Electric Other:					
STEP 4: Turn in your 30 day notice if renting.					
ADDITIONAL TASKS / NOTES					

4 Weeks Before Your Move

Packing for the move

STEP 1: Get estimates from moving companies. Be sure to ask the following questions:

- Are on-site estimates offered?
- How is pricing determined?
- Will the movers pack items? (If so, at what additional cost?)
- What insurance is included?
- What additional charges may arise?

STEP 2: Gather packing supplies if doing own packing:

- Boxes (various sizes; wardrobe boxes)
- Box cutters
- Tape (packing, masking (blue painters)
- Wrapping material (bubble, plastic, tissue)
- Markers to label boxes

ADDITIONAL TASKS / NOTES				

STEF	1: Conduct a room by room survey.
	tems to keep, donate, discard, and sell. Hold a garage sale on the weekend and or to the Good Will to donate items.
STEF	2: Pack infrequently used items.
• • •	Contents of garage. Contents of attic Storage areas Book shelves Holiday decorations 3: Photograph valuables and add pictures to moving file.
ADDITIONAL	TASKS / NOTES

2 Weeks Before Your Move

Finish Packing

STEP 1: Set aside items that stay.

Label a cabinet or drawer as items that stay so movers do not pack them. This includes touch up paint, spare tiles / wall coverings, etc. Set aside fan remotes, garage remotes, and keys. Leave all the appliance manuals, maintenance records, and other documentation as well.

STEP 2: Pack the bulk of your items.

Create a last in first out box with all the day-to-day necessities including any of the following that are applicable:

Bedding						
Towels						
Toiletries						
Toilet paper						
Basic Tools						
Cleaning supplies						
Medications						
Camera						
Snacks						
A few dishes and utensils						
Label boxes with a general list of contents and room they came from and or are of step 3: Set aside valuables.						
Ask a friend to hold on to the car on moving day.	Ask a friend to hold on to them until you're settled, or lock them up in the trunk of your car on moving day.					
ADDITIONAL TASKS / NOTES						

Week of Move
STEP 1: Book hotels and make travel arrangements for your trip.
STEP 2: Withdraw cash for the trip.
STEP 3: Create a change of address form online (usps.com) or at the post office.
STEP 4: Print information on your movers and add to your move file.
STEP 5: Do a walk-through with moves and make sure no items are left behind.
STEP 6: Give keys to real estate agent or landlord
STEP 7 (optional): Hire a cleaning service to clean your old place and or new home before your items arrive.
ADDITIONAL TASKS / NOTES

