

### Six Weeks Before the Move . . .

- Make an inventory of all of the items you want to move.
- Organize a garage sale or call your favorite charity to clean out household items you do not want to move.
- Get estimates from several moving companies and select your mover. Make sure you find out the expected form of payment from the mover.
- Start packing NOW. Start with items that are stored in your attic or basement, that aren't used often.
- Contact your insurance agent to transfer or cancel coverage.

### Four Weeks Before the Move . . .

- Notify mail, magazine subscriptions, newspaper delivery, etc. of your change in address – see link to online **Change of Address Form** on Moving Info page of Birmingham-Apartment.com
- Get records of your pet's medical history and immunizations from the veterinarian.
- Contact utility companies for refunds of your deposit and set turn-off dates.
- Obtain all family records and prescriptions from your family doctors and dentist.
- Get your children's school records.
- Move your valuables to a safe deposit box to prevent loss.
- Give away or arrange for transportation of house plants (most moving companies will not move plants)

### One Week Before the Move . . .

- Transfer or close all your checking and savings accounts.
- Have your automobile(s) serviced.
- Empty your freezer and plan use of foods.
- Defrost the freezer and clean refrigerator. Use baking soda to dispel odor.
- Arrange for sufficient cash or traveler checks to cover moving expenses.
- Separate cartons and luggage you need for personal/family travel.
- Pack your **Moving Day Survival Kit** – see suggested contents below.
- Plan for special needs of children and pets.
- Arrange to have utilities turned off at current address and on at your new address (see Moving Info page of Birmingham-Apartment for phone #s and site links)
- Remove valuables from the safe deposit box.
- Return video rentals, library books, and pick up any dry cleaning

### Moving Day . . .

- Plan to spend the entire day at the house. Don't leave until the movers have gone.
- Carry jewelry and valuable documents yourself; or use registered mail.
- Stay with the moving van driver to oversee the inventory.
- Be sure to tell packers and/or drivers about fragile or precious items.
- Take a final tour of your apartment or home. Double check closets, drawers and shelves to be sure they are empty.
- Double check with the driver to make certain moving company records show the correct delivery address and date of delivery. Give driver phone numbers both here and in new community to contact you in case of a problem.
- Get complete routing information from the driver and phone numbers where you can call the driver or company while en route.
- Lock all the doors and windows.
- Leave all keys with apartment manager or neighbor.
- Let close friends and relatives know your route, including overnight stops.

## Things to Have on Hand On Moving Day:

- The floor plan of your new home, if available
- A packing list to verify that everything has arrived
- Pack a **Survival Kit** – to include:
  - Keys and directions to your new home
  - Payment for the movers in the correct form and other funds as needed
  - Basic tools such as hammer, screwdriver, nails, masking tape, tape measure, flashlight, light bulbs, pocketknife, trash bags, etc.
  - Bathroom needs such as towels, soap, and toilet paper
  - Kitchen needs such as paper towels, sponges, cleansers, water, snacks, special foods, paper plates, cups, and plastic utensils
  - Other items such as eyeglasses, prescription drugs, address books, checkbooks, telephone, clock, a change of clothes, pet food, coffee maker and supplies, radio/jam box and dishes.

## On Arrival

If you're using movers, check for damage and report it right away. Plug in large appliances and electronic equipment before they block their outlets. Have your cable hook-up scheduled for the day of you move.

## Unpacking

Before unpacking, sweep the floors, dust, wipe the drawers, etc. then: unpack your bedding and make up the beds, unpack bathroom essentials, clean an area of the kitchen for your cooking essentials. If you have an extra room, keep nonessential boxes there. Keep a room free of boxes and clutter as a "move-free" sanctuary to relax in at the end of the day.

## Your new neighborhood

Go for a drive, walk or bicycle ride to learn your way around and meet your new neighbors. Look in the mail for the official Change of Address Confirmation letter from your local post office. It contains valuable information for new residents, such as details on where to register to vote and how to update your driver's license and vehicle registration.

## After You Arrive

- Check on service of utilities at new address.
- Check pilot light on stove, hot water heater and furnace.
- Have new address recorded on driver's license, or obtain a new one.
- Register your car in new state to avoid penalty (check state laws for time frame).
- Register children in school.
- Obtain phone numbers for emergencies, such as fire/police, and determine the nearest hospital.
- Register to vote.