



## **Caring Transitions® 12 Week Moving Calendar**

Please contact your local Caring Transitions® office for a customer specific move plan or for a FREE in-home estimate to help with any or all of the tasks below! [www.CaringTransitions.com](http://www.CaringTransitions.com)

### **10-12 weeks before moving**

- If moving from a family home, you may wish to capture keepsake pictures of the home before you begin to move and pack things.
- Begin to remove items from your attic, basement, storage shed, etc.
- Start to use up items you can't or shouldn't move, such as canned goods, frozen foods, open alcohol and cleaning supplies.
- If not already done, create a work list of repairs needed to sell the existing home. Hire contractors and schedule work before or after the move.

*Note: General packing, shipping, gifting and donations are ongoing throughout the following weeks*

#### OPTIONAL:

- Contact the chamber of commerce or visitor's and tourism bureaus in your new community for information on your new city.

### **6-8 weeks before moving**

- Begin to inventory and evaluate your possessions. What can be sold or donated to a charitable organization? What haven't you used within the last year? You may "tag" items with post it notes or removable labels or create a written list of items.
- If some of your goods are to be stored, make the necessary arrangements now.
- Consider an [Estate Sale or Auction](#) to sell items. Schedule estimates/appraisals.
- Make a list of everyone you need to notify about your move: friends, professionals, creditors, magazine subscriptions, etc.
- Locate your motor vehicle registration and licensing documents.

OPTIONAL:

- Contact the IRS and/or your accountant for information on what moving expenses may be tax-deductible.
- Obtain a mail subscription to the local paper in your new community to familiarize yourself with local government, community, and social news and activities.
- Contact financial advisors, lawyers and accountants to obtain copies of personal records. Request referrals for your new location.

**5 weeks before moving**

- Contact utility and related companies (gas, electric, oil, water, telephone, cable TV, and waste management) for service disconnect/connect at your old and new addresses. Remember to keep phone and utilities connected at your current home throughout moving day.
- Create a floor plan for your new residence to see what will fit in the new space.
- Before your moving estimate, decide which items you'll pack, and which you'd like the movers to pack. Save money by packing the items you won't need over the next month in clean sturdy boxes.
- Obtain 1-3 moving estimates and decide on moving company
- Be sure your new home is protected by transferring fire, theft and other personal property insurance.
- Schedule garage or estate sale or donation pick up for the weekend

**4 weeks before moving**

- Arrange transfer of records, prescriptions, safe deposit boxes.
- Transfer personal health, life, disability or long term care insurance records.
- If moving from an apartment, notify landlord and request your apartment deposit.



- Notify the Post Office and obtain change-of-address forms. Notify magazines to which you subscribe. **Note:** fill out a change-of-address form for each person receiving mail at your address.
- Collect important papers and store them in a safe place (insurance, will, deeds, stock, etc.)

OPTIONAL:

- Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions and request medical and dental records.
- If you have house plants to move, start preparing your plants for the move.
- Plan for the transfer of pets. (or at least have someone watch them during moving day)  
Request pet records from your veterinarian

**3 weeks before moving**

- Movers cannot take down TV antennas or satellite dishes. Arrange for third party service and disconnection/ reconnection.
- Your local service provider can help you with phone, internet, cable or satellite service for your new home, if not provided.
- Movers can't take aerosols, flammables, ammunition, open alcohol, cremains, or bottled gas. Make necessary arrangements for transfer. Your city/ village can provide information on hazardous waste disposal.
- Arrange for a third party to disconnect and prepare major appliances that will be moved
- Check and clear tax assessments.
- Arrange for closing or transfer of bank accounts and open new accounts in new location. Account for all outstanding deposits and checks.
- Have your car checked and serviced for the trip. Also, make sure that your automobile is prepared (filled with the necessary antifreeze/coolant, for example) for weather conditions

### **2 weeks before moving**

- If you're moving out of or into a building with elevators, contact the building management to schedule use of the elevators.
- Arrange to discontinue delivery services.
- Return library books, video rentals and other things you've borrowed.
- Collect things you've loaned, and items in the dry-cleaners, lay-away, cold storage, etc.
- Call your mover to verify details of the move
- Give away plants not being moved.

### **1 week before moving**

- Reconfirm travel reservations.
- Arrange payment method for moving company and confirm mover arrival, loading and delivery dates.
- Drain gas and oil from power equipment (lawn mowers, snow blowers, etc.).
- Drain water from all garden hoses.
- Set aside maps, games, snacks, flashlight, and other items you'll take in your car.
- Gather medicines and important papers for the car trip.
- Keep your important moving papers in a safe place so you can locate phone numbers, addresses, moving documents and home inventory
- Prepare specific directions to your new home for your moving company. (Include your itinerary, emergency numbers, etc.)
- Start packing suitcases.
- Pack a local phone book for future reference
- Pack boxes of personal, bath toiletries, bed linens, kitchen staples and non-combustible cleaning items that will be needed upon arrival at your new home. (We recommend

putting these items in a clear or colored storage container for easy identification.) Have these boxes loaded into the moving van last or carry with you in your car

- Organize, set aside and label those things that you are leaving behind or taking in your car so that they don't get loaded on the van in error.
- If the movers are packing, you can leave all other items in place.

### **1 day before moving**

- Finish packing all suitcases.
- Defrost, clean and dry refrigerator and chest freezer.
- Keep a cooler on hand for a few food items to take in car
- You may wish to record utility meter readings

### **Moving day!**

- Be on hand all day to answer questions and to sign the **Bill of Lading**. Confirm your delivery date, new address and the phone number where you can be reached. Read your bill of lading for valuation and inventory carefully before you sign them. Keep these -- and all related papers -- in with your moving file/folder until all charges have been paid and all claims, if any, have been settled.
- Make sure glasses, wallet, medicines, car keys, maps and other important items are with you
- Make final check of every room and storage area. Make sure windows and doors are locked, keys are transferred, garage door openers are left behind and lights are out. You may wish to take pictures of the home as you left it.
- **Note:** It's a good idea for someone to visit your new home a day ahead of the van so you can make sure utilities are connected, and adjust the plan for placement of major items in your home.



## Checklist and Resource (names and phone numbers)

Realtor

Home Appraiser

Moving Company

Packing Service (If not mover)

Social Worker

Financial Advisor

Estate Attorney

Travel Companion

Truck Rental- Local

Storage Facility

Shipping Service

Estate Sale Coordinator

Antique Appraiser

Consignment Shops

Charities for Donation

Pick up service

Liquidators

Dumpster

Village/City

Local Pet Service

Contact Utilities:

Phone

Gas

Electric

Cable

Water/sewage

Waste removal

Local Contractors

Painter

Carpet Cleaning

Roofing

Flooring

Cleaning Service

Home Stager

Designer