



YOUR MOVING CHECKLIST

..... GETTING STARTED



THE DETAILS

- Receive estimates and make any needed reservations with moving or rental companies
- Make arrangements for storage if necessary
- If you are moving in or out of an apartment, arrange for use of the elevator
- Make child-care and pet arrangements for moving day
- Obtain packing materials and start packing items you won't need before you move or right after you arrive at your new house
 - It's a good idea to start with storage areas first – like the garage, basement and attic
 - Label boxes by room or contents so you know right where it belongs during the move
 - Properly dispose of items that cannot be moved such as flammable liquids
 - Remove clutter as you go and hold a Moving Sale
- Start using foods and cleaning supplies that can't be moved



THE SERVICES

- Have appliances serviced and prepared for moving
- Have your car or other transportation devices serviced and prepared for moving
 - Make sure to have all tie downs and protectants readied for the move
- Call *THE ROXBURGH GROUP* to obtain a list of preferred and trusted professionals
- Contact painters, carpenters, plumbers, roofers, etc. to begin work on your new home
- Arrange for cleaning and repair of any furniture, drapes, flooring, etc. at your new home
- Obtain referrals and research service providers around your new location



THE FILES

- Collect important records for you and your family
 - medical and dental
 - legal and financial documents
 - veterinary records
 - birth certificates and passports
- Gather all documentation and contact your insurance providers to discuss your possessions before, during and after transit (Health, Life, Auto, Home Owners, etc.)
- Gather and arrange a transfer of school records
- Schedule disconnection of all utility services at your old home, and connection of them at your new home (Electricity, Gas, Water, Telephone, Cable, Internet, Trash Services, etc.)
 - Disconnect the day after you leave and connect the day before you arrive.
 - Receive all 'last month' deposits or refunds with services
- Obtain and fill out post office change of address card
- Prepare auto registration for transfer (if moving to another state)
- Start a file for all of your moving paperwork (estimates, receipts, etc.)

ALMOST THERE

THE DETAILS

- Arrange for disposal of anything not sold at your moving sale
- Return any borrowed items (including library books) and retrieve any loaned items
- Pick up any laundry, dry cleaning or other items from nearby service providers
- Confirm arrival time of your moving van/truck and coordinate payment method
- Dismantle beds and other large furniture
- Disconnect and prepare major appliances for the move
- Clean your home including closets, drawers and left appliances
- Create a floor plan of your new home for furniture and appliance placement
- Set aside anything valuable that will travel in your car so it will not be loaded on the truck
- Pack items that will be needed first at the new house, clearly marked "Load Last"
 - Payment methods
 - Important Documents and ID
 - Keys
 - Medication
 - First Aid Kit
 - Toiletries
 - Paper goods
 - Towels
 - Tools and flashlights
 - Children's needs and entertainment

THE FILES

- Cancel all newspaper or magazine delivery
- Notify any creditors of your move
- Transfer prescriptions and be sure you have an adequate supply of medications on hand
- Send change of address notifications to everyone who may need one
- Obtain needed payment methods for the move
- Assemble a file folder of information to leave for the new owner of your home

THE BIG DAY

THE DETAILS

- Make sure there is a contact person at the old and new home for coordination
- Supervise unloading and unpacking
- Make all necessary payments
- Remember to change the locks on all the doors in your new home

THE FILES

- Note all utility meter readings
- Read your bill of lading and inventory carefully before signing; keep this paperwork in a safe place
- Check your belongings carefully and note on the inventory paperwork any damaged items
- Change all remaining personal and government documents to your new address

ENJOY YOUR NEW HOME & please don't hesitate to give us a call!

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