



Nanci's Moving Checklist

Six to Eight Weeks Prior to Moving Day:

- _ If you are using a mover, get a few estimates from moving companies. Nanci has names. They are busiest on Fridays and the last few days of the month.
- _ If you are moving yourself, get costs from a few truck rental companies.
We have a small moving trailer you can use, free for the asking.
- _ Create a floor plan of your new home for furniture and appliance placement.
Let Nanci know if you want a printed footprint of the house
- _ Make an inventory of your household goods and begin to remove clutter (start with basement, attic, garage, and other storage areas).
- _ Start a file for all of your moving paperwork (estimates, receipts, etc.). Use this handy binder!
- _ Schedule anything your new home will need- contact painters, carpenters, plumbers, roofers, etc.,
Remember to plan on changing the locks on all the doors in your new home (or have them re-keyed).

Four to Six Weeks Prior to Moving Day:

- _ Choose a mover (or truck rental company)
- _ Make arrangements for storage if necessary. Nanci has a list of local storage places.
- _ Clean all closets and drawers.
- _ Start using foods and cleaning supplies that can't be moved.
- _ Have valuable items appraised. Photograph or videotape them.
Upload images onto a computer, & save them to a CD.
- _ If you are moving yourself, reserve a rental truck. Friday's, weekends, and end of month are busiest
Don't forget to let me know if you want the Marsh moving trailer.
- _ Check with your insurance company to see how your possessions are covered during transit.
- _ If you are concerned about computer files, backup to a CD or online service.



Three Weeks Prior to Moving Day:

- _ Properly dispose of items that cannot be moved, such as flammable liquids.
- _ If you are moving in or out of an apartment, arrange for use of the elevator.
- _ Make child-care arrangements for moving day.
- _ Hold your moving sale.
- _ Discontinue any on-going services for the old house: Lawn care or snow plowing, Lawn fertilizer service, Awning storage, Gutter cleaning



Two Weeks Prior to Moving Day:

- _ Schedule final reading of all utility services at your old home, and arrange for them at your new home. Ask Nanci for the phone list
- _ If you have "last month" deposits with services, such as the telephone company, request your refund.
- _ Arrange for disposal of anything not sold at your moving sale.
- _ Return any borrowed items (including library books) and retrieve any loaned items.
- _ Cancel or change newspaper delivery.
- _ Assemble a file folder of information to leave for the new owner of your home.

- _ Consider a cleaning service. Even if you aren't doing the heavy lifting, moving day will be very hectic and tiring. Consider hiring someone to help with cleaning the old house when you leave and the new one before you move in. Let Nanci know if you need names.

One week before your move:

Change of Address:

- _ Send your change-of-address cards to everyone who will need to contact you.
- _ Notify magazines, banks, insurance and credit card companies of your new address
- Tip: If you have a list of all your computer login names and passwords, this would be a good way to remember all the companies you deal with.
- _ Postal service www.MoversGuide.com
- _ DMV – change of address for drivers and auto registrations: www.dmv.state.pa.us
- _ Voter registration – New voter registration and Change of address forms are available on www.eriecountygov.org



Packing

If you are packing yourself you really cannot start too early.

- _ Get packing materials and start packing items you won't need right away. (The Erie State stores has lots of free, sturdy boxes)
- _ Collect your important records to pack together – Gather personal and family records, including medical and dental, veterinary and school records; legal and financial documents; birth certificates, passports and insurance documents.
- _ Pack all boxes with an eye to their destination (which room)
- _ If boxes will not be unpacked right away, be clear about the contents (for those going in basement or attic)
- _ Tape lists to boxes so you know what is inside

To make moving day easier:

- _ Suitcases have to get moved anyway. Put in a few days clothing, toiletries etc. for each person. You will appreciate not having to search for the right box to be able to get ready for bed and dressed the next day.

Pack a travel kit: Put aside critical items like

- _ checkbook and credit cards
- _ phone book
- _ personal phone book
- _ ID, flashlight
- _ keys
- _ travel alarm clock
- _ medications including aspirin or other pain medication
- _ bandages
- _ cell phone charger
- _ games for the kids
- _ Camera (to document items broken in transit)



Have a “First Day” Box: (If the movers are taking it – Mark it Last-In / First-Out)

Bedding
Towels
Toiletries
Toilet paper
Shower curtain and rings
Soap and shampoo
Bath mat
Snacks
A few dishes and utensils or paper plates etc.
The coffee pot (filters and coffee too)
Tape measure
Batteries
Duct tape
Flashlight
Trash bags
Cleaning supplies
Rags and paper towels
Basic tools including hammer, screwdrivers, utility knife



One Day Prior to Moving Day:

- _ Disconnect and prepare major appliances for the move.
- _ Set aside anything that will travel in your car so it will not be loaded on the truck.
- _ Confirm arrival time of your moving van/truck.
- _ If moving yourself, dismantle beds and other large furniture.
- _ Put small valuables and important documents in a box or bag. Ask a friend to hold on to it until you're settled, or lock it in the trunk of your car on moving day.

Moving Day:

- _ If using a mover, be sure they have your cell phone number and someone is at the old house to answer questions.
- _ Note all utility meter readings.
- _ Read your bill of lading and inventory carefully before signing. Keep this paperwork with you.
- _ In addition to your Suitcases, First Day box(es) and Travel Kit have some bottled water

Delivery Day:

- _ Check your belongings carefully and note on the inventory paperwork any damaged items.
- _ On an interstate move, be prepared to pay the driver before your possessions are unloaded.
- _ Supervise unloading and unpacking.
- _ Know how your mover needs to be paid. Many require cash, certified check, or traveler's checks.

Nanci keeps an extensive list of local vendors and service people that other clients have been satisfied with. If you need names call her at 814-881-0580



Moving to a new city.

Two months in advance

- _ Arrange to transfer school records.

Six weeks

- _ Ask your doctor or health plan provider for referrals, and obtain all medical records.

Three weeks

- _ Prepare auto registration for transfer (if moving to another state).
Contact DMV for driver's license and auto registration

Two weeks

- _ Transfer prescriptions and be sure you have an adequate supply of medications on hand.

One Week

- _ Pick up laundry—Laundry tickets are easy to misplace, so ask for your things by name and not just by the receipts you have.
- _ Obtain anything stored in a Safety deposit box and close accounts