



MOVING GUIDE



***CHECKLIST AND GUIDELINE
TO ORGANIZE
YOUR MOVE***

YOU ARE MOVING!

Ready for a change?

Moving is a big step and often quite memorable: Whether you are setting up your first apartment or a first-time homebuyer making the largest purchase of their life. Upsizing or downsizing is a big deal. You're opening new doors, settling into new places and moving forward. Moving may sound exciting, but it is also a monotonous process of packing and unpacking.

Fortunately, the act of moving doesn't need to be overwhelming. With forethought, due diligence, and organization you will feel in-command and pull off a successful move.

Use this guide to manage your move. The sections below break down "the big move" into smaller, manageable tasks:



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WEEK-BY-WEEK MOVING TIMELINE

A step-by-step timeline to keep everything and everyone on track.

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Several things to be wary of when interviewing potential movers.

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WHOM TO NOTIFY WHEN YOU MOVE

A handy checklist of all the people, government agencies and businesses you'll want to inform of your move and new address.

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MOVING TIPS

A helpful guide for packing efficiently, protecting belongings, and organizing for a stress-free move.

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MAKING IT HOME

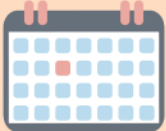
First-night tips to ease settling in and advice on turning your new place into a home.

WEEK-BY-WEEK MOVING TIMELINE

8

WEEKS BEFORE

Moving Tips: In addition to labeling boxes with their contents, label what room they'll be going in. Color coding rooms and their respective boxes can help too.

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PURGE BEFORE PACKING.

Eliminate clutter and get rid of unnecessary items. Consider having a yard sale, donating to charity, or offloading the items online.

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CREATE A BUDGET FOR YOUR MOVE.

Figure the cost of moving supplies, truck rental and any new items for your home. Create a moving binder to hold all of your moving-related paperwork.

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BEGIN PACKING.

If you begin packing slowly over the course of two months, you can avoid trying to pack everything at the last minute, which can be extremely time-consuming and can create undue stress. Do one room at a time in the weeks leading up to your move. Pack the items you use daily last. It's a good idea to pack a box of kitchen utensils and first-night supplies last so they are easily accessible. (In addition to labeling boxes with their contents, label what room they'll be going in. Color coding rooms and their respective boxes can help too).

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MAKE RESERVATIONS.

Call and reserve your moving equipment and schedule your moving helpers.

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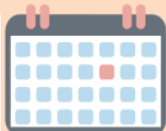
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WEEK-BY-WEEK MOVING TIMELINE

4

WEEKS BEFORE

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TRANSFER SERVICES.

Call your utilities, internet, and cable companies to transfer services to your new home.

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CHANGE YOUR ADDRESS

Make sure your mail will be going to the right place. Submit a change of address form online or stop by your local post office. Also, change the address on file with credit card companies, vehicle loans, and insurance agents. (See the Whom to Notify When You Move checklist below)

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CONTACT LOCAL NEWSPAPERS AND OTHER REGULAR DELIVERIES

Switch magazine subscriptions, newspapers, and catalogs to your new address.

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PUT ITEMS IN STORAGE.

If you have large pieces of furniture that will not be going into your new home, and that you don't plan to sell or give away, rent a storage unit. Now is the time to pack them away.

(Set aside extra time to pack fragile items, such as glassware. It will take longer to pack these items carefully so that they don't break during the move).

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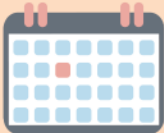
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WEEK-BY-WEEK MOVING TIMELINE

2

WEEKS BEFORE

Moving Tips: Set aside extra time to pack the fragile items, such as glassware. It will take longer to pack these items carefully so that they don't break during the move.

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CONFIRM WITH YOUR HELP.

Call and confirm your truck rental and moving help. Make sure they will be where you need them at the right time. If you are hiring a cleaning team after you move, double-check they have your moving date.

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PACK A BOX OR TWO WITH ESSENTIALS.

Unpacking every box will take time. Pack a box of essentials such as shampoo, changes of clothes, toiletries, clean sheets, and a towel. Pack a second box with necessary items for your first day such as paper towels, an all-purpose cleaner and a few tools. Label these as your "First Night" box.

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INSPECT YOUR HOUSE AND MAKE ANY FINAL REPAIRS.

The last thing you want to worry about post-move is problems with your old home. Do a final inspection and walk through to make sure everything is in good working condition for resale.

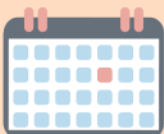
Moving Tips: Small tasks are easily forgotten when moving. Set important dates and reminders as alerts on your phone or on your calendar.

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2

DAYS BEFORE

Moving Tips: Small tasks are easily forgotten when moving. Set important dates and reminders as alerts on your phone or on your calendar.

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DO LAUNDRY.

Eliminate extra tasks that will disrupt the moving process. Some dirty laundry is inevitable so keep a laundry basket or garbage bag for sheets, blankets, and clothes.

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CLEAN YOUR OLD HOME.

Now that nearly everything is packed and ready to go, you can get your home ready for new residents or for sale. Wipe down the windows, sweep the floors and vacuum the carpets.

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WEEK-BY-WEEK MOVING TIMELINE



MOVING DAY

- ☐ **ENERGIZE!**
Eat a balanced breakfast and have plenty of water and snacks on hand to keep you going. This will be a busy day and you need to prepare your body to be on the move.
- ☐ **PICK UP YOUR EQUIPMENT.**
Arrive 15 minutes early or check-in online to pick up your moving truck. There is always the potential for extended lines or traffic delays. If you've hired a moving crew, make sure everything is ready to go before they arrive.
- ☐ **TAKE CARE OF ANY CHILDREN AND PETS.**
Whether you're dropping them with a sitter or keeping them busy in another room, make sure you have the proper arrangements ready to go for children and pets.
- ☐ **KEEP IMPORTANT PAPERS SAFE.**
Make copies of moving receipts and statements for future reference and taxes. Or just secure them away in the pocket of your moving binder.
- ☐ **KEEP CALM AND BREATHE.**
Remember to take your day one step at a time and allow yourself time for a break or several. Keep yourself hydrated and have a positive attitude. This will make sure your move runs smoothly.

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RED FLAGS WHEN HIRING A MOVING COMPANY

12 Red Flags to Watch Out for When Hiring a Moving Company



**ATTENTION
PLEASE**

Whether you're moving across the street or across the country, avoiding moving scams should be a top priority when hiring professional movers. Avoid being a victim of phony movers. Fortunately, moving scams are easy to spot if you know what to look for. First and foremost, beware of movers with incredibly low price estimates. These scams also lack a license and insurance. Some may lack professional demeanor, but many have mastered customer service without following through on their promises. Before you sign any checks ensure your moving company does not raise any of these 12 red flags.

1

NOT PROPERLY LICENSED

If you're hiring movers for an interstate move, they should be licensed with the United States Department of Transportation. Ask for their U.S. DOT number to look them up in the FMCSA's system. Keep in mind, that local moving companies who move customers within the same state won't be regulated by the U.S. Department of Transportation. Instead, they will be regulated by the state. So if hiring local movers, check to make sure they are properly licensed with your state.

2

NOT INSURED

Uh oh, if your moving company isn't insured this is a big sign that they aren't legitimate movers. Professional moving companies should be insured in order to protect themselves from potential lawsuits as well as pay customers back for any damaged goods. If their business lacks insurance the mover won't be able to pay customers back in the event of lost or damaged items.

3

A "TOO GOOD TO BE TRUE" ESTIMATE

Be careful if the moving company gives you a "too good to be true" estimate or drops a number before seeing your belongings. Many scams begin with a very low estimate only to double or triple your moving price by the end. In order to give you an accurate estimate and prevent moving scams make sure the moving company performs either an in-person inspection or a video survey of your belongings.

RED FLAGS WHEN HIRING A MOVING COMPANY

4

THEY DON'T OFFER VALUATION COVERAGE

Moving companies must offer customers valuation coverage in order to protect their belongings. While this valuation coverage isn't the same thing as moving insurance, it does hold the mover responsible for at least part of your shipment. According to the FMCSA, "interstate movers are required by law to offer two types of liability options: Full Value Protection and Released Value". For more information on valuation coverage and moving insurance contact your moving company.

5

THEY ONLY OFFER NON-BINDING ESTIMATES

Take notice if the moving company only offers non-binding estimates, as opposed to binding or binding not-to-exceed estimates. This may be a sign that the mover intends to rip you off. A non-binding estimate is a quote based on the estimated weight of your belongings. However, your final price will change depending on the actual weight of your things. This makes it easy for movers to give you a low-ball estimate at the beginning only to serve you an unexpectedly high bill at the end. Instead, hire a moving company that offers either a binding estimate or a binding not-to-exceed estimate — both of which ensure the cost of your move will not end up exceeding the original cost estimate.

6

BAD/FEW REVIEWS

While the occasional bad review is to be expected, an onslaught of negative reviews is hard to ignore. Pay attention to review sites, and petition friends for recommendations. To check out moving company reviews visit Moving.com and click on the Moving Company Directory. The directory includes customer reviews for more than 600 moving companies nationwide. These reviews also include the moving company's U.S. DOT number, specific services, the company's fleet size, Better Business Bureau ratings, and any official complaints filed with the FMCSA. Moving.com also will provide information on whether the moving company belongs to the American Moving & Storage Association.

7

CUSTOMERS HAVE FILED COMPLAINTS WITH THE BBB OR FMCSA

After checking a moving company's reviews you can also look up their official complaint history. If customers felt strongly enough to file a complaint with BBB or FMCSA this is a red flag. To check a mover's complaint history, go to BBB or look up their U.S.DOT number with the FMCSA.

8

NO REFERENCES

No references are a big problem. If a moving company cannot give you references for past customers who will vouch for their service this is a sign that something is wrong. Usually, moving companies are jumping at the chance to show you good reviews or send you a long list of happy customers' experiences. If this isn't the case, you're probably not dealing with a service-oriented mover.

RED FLAGS WHEN HIRING A MOVING COMPANY

9

UNPROFESSIONAL

Use common sense when hiring movers. If a moving company lacks a business address, business cards, a business email, a professional moving truck, then they probably lack a business license as well. Beware of a pattern of rude behavior, lack of uniforms, and unmarked moving truck. These should all be red flags that you're dealing with a rogue mover.

10

NO BILL OF LADING

The bill of lading is the official contract between you and the mover that all movers are required by law to give a customer before a shipment is made. Whoever loads the moving truck should provide you with a copy of the bill of lading before the move. If a moving company doesn't provide you with a bill of lading, do not allow your possessions to go with them.

11

MOVERS WHO DEMAND TO BE PAID UPFRONT

If the moving company demands any sort of upfront payment, whether it be a large deposit or the entire estimated amount, this is a surefire sign that the movers are fraudulent. Trustworthy movers are paid after the goods have been shipped to their destination.

12

THERE IS NO WAY TO CONTACT THE DRIVER DURING THE MOVE

You should be able to communicate with the moving company's moving team while your goods are in transit. Professional moving companies are good at keeping you informed of the whereabouts of your belongings. If your move is running behind your mover should call you to let you know about any unscheduled changes. At the very least, you should be able to get in touch with a representative at the moving company who can touch base with the driver.



WHOM TO NOTIFY WHEN YOU MOVE



A Change-of-Address Notification Checklist



Be sure to tell friends and family that send holiday cards and also notify the service providers, organizations, and government agencies that rely on the most up-to-date information to serve you best. We consulted MyMove.com and put together a handy checklist.



INTERNAL REVENUE SERVICE

see Tip #3 if you are expecting a check from the government.



CITIZENSHIP AND IMMIGRATION SERVICES (NON-CITIZENS)



DEPARTMENT OF VETERAN AFFAIRS



VOTER REGISTRATION

(When you change your address, your old voter registration card won't be valid anymore, even if you stayed in the same state. Make sure you get a new one so you go to the right polling place and can vote without any holdup.)



DEPARTMENT/REGISTRY OF MOTOR VEHICLES

(Many states require by law that you notify the Department of Motor Vehicles about a change of address. Deadlines vary: Virginia requires notification within 30 days of the move, while California needs it within 10 days!)



SOCIAL SECURITY ADMINISTRATION

SOME ADDITIONAL INFORMATION:

TIP 1: Don't forget to sign up for new vehicle stickers and residential parking permits, if applicable.

TIP 2: Most magazines and periodicals suggest notifying them about an address change six weeks in advance of the move to avoid missing an issue.

TIP 3: The USPS will forward mail addressed to your old residence for a full year. That should be plenty of time for you to update everyone else! However, as an additional security measure, not all post offices forward government checks. If you move after filing a tax return but before you get your refund, you will need to fill out Form 8822 and send it to the IRS.

- Start packing in an area of your home that is not often used — the attic, basement or garage is a great place to start. Set up a folding table to hold the box you are packing at a comfortable height.
- Pack heavier items at the bottom of the box; more delicate items should be packed closer to the top.
- Keep the weight of each box under 50 pounds. If you can't easily lift the box, it's too heavy!
- Avoid mixing items from different rooms in the same box whenever possible.
- Wrap fragile items separately before placing them in a box with other wrapped items.
- Liberally use a cushioning material like bubble wrap, packing paper to fill in open spaces between items to minimize breakage. You can recycle these items once you've unpacked the boxes.
- Line the bottom of the box with additional cushioning and add a layer of packing material to the top before sealing the box.
- Secure all box seams with 2" packing tape. Masking tape or duct tape is not recommended. For heavier boxes, wrap the tape around the box twice for added support.
- Label all of your boxes with the contents and the room it belongs to. Mark the top and one or two sides of the box so the contents are quickly identifiable. Clearly label which boxes should be unpacked first. Use a permanent marker in a dark color.
- Boxes containing delicate and breakable items should also be labeled with fragile stickers — place one on top and two on the sides.
- Apply labels to an inconspicuous area of furniture and accessories to avoid marring surfaces.
- Color-code or clearly label the different rooms of your home; this will save time when sorting boxes after you arrive.



Settling In and Making Your New Place Feel Like Home

Congratulations on your new house!

Whether it's your starter home or your dream house this home will likely play a key role in your life so here are some tips to help get you started.

PREPARING FOR THE FIRST DAY/NIGHT

Planning is essential to a successful move. As you pack up, create two "first day" boxes. This will save you time and energy that could otherwise be spent on digging through boxes looking for first-day essentials.



BOX 1

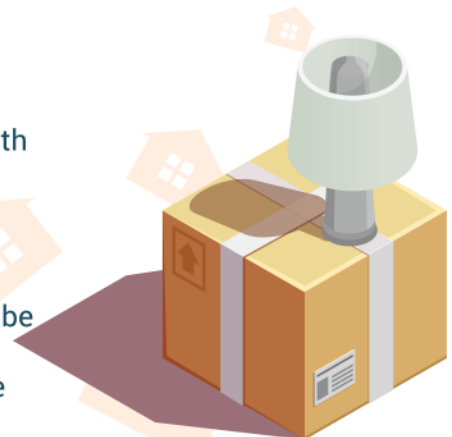
Fill this box with things to help make your new home feel clean and "put together."

- Cleaning Products: Just the basics (paper towels, sponge, garbage bags, an all-purpose cleaner)
- Tools: Not the whole toolbox, just the essentials (hammer, wrench, screwdriver, nails)

BOX 2

Box one took care of your house, now box two is for you! Pack it with human necessities.

- Toilet Paper (two rolls)
- Toiletries and Medicine (medicine you take daily and over-the-counter drugs you may need, like ibuprofen)
- Adhesive Bandages and shake to activate ice packs (Moving can be a contact sport)
- Paper plates, cups, plastic cutlery and napkins. This will make the "traditional" first night home meal of take-out easy to clean up.



FIRST-NIGHT TIPS:



Things To Do On Your First Night

The first night in a new home can be both exciting and exhausting. Resist the urge to pull an all-nighter. This will only make a dent in the number of brown boxes. Treat moving as a marathon, not a sprint. Pace yourself and you will have plenty of energy to get the job done.

MEET YOUR NEW HOME

It's time to really "meet" your house for the first time. Take this time to adjust to your new surroundings and enjoy the freedom of exploring your new house. Listen to the new sounds of your house, figure out light switches, and allow yourself to reminisce about your old house.

TAKE PICTURES

Your house won't look this way for long. Make time to take pictures of your new home on the first day. You and your family will enjoy comparing "now and then" pictures down the road. They also help you look at a room more objectively and can help you make decorating decisions in this new space.

RELAX

Before you hit the hay, take a nice, hot shower or draw yourself a bath. After cleaning and moving, a little "me time" is a good way to relax. The warmth of the shower will help you relieve stress and assist in settling into your new home. Once you have met your home and have begun to wind down from your first day, get to bed early. Day 2 starts another day of organizing and personalizing your new space.

Making Your New House Your Home

Fill your home with things and people you love. While doing things like changing the décor, painting the walls and adding photos of loved ones will help you gain a sense of belonging, ultimately, it will be the time you spend there that will really make it feel like home.