

# Moving Timeline Check List

## One Month Before Move

- Arrange for moving your furniture and personal belongings either by hiring a moving company or renting a truck.
- Accumulate moving supplies such as boxes, tape, rope, and anything else you might need.
- Plan your travel route if you are driving to your new home.
- Some moving expenses are tax deductible, so you should save all moving related expenses including meals, lodging, and gasoline.
- Develop a plan for packing such as packing last the things you use the most.
- Notify the Post office of your move by using the Change of Address form.
- Notify friends, family, and businesses of your move.
- Notify federal and state taxing authorities of any other government agency needed.

## Two Weeks Before Move

- Notify utilities like gas, electric, water, cable TV and phone companies. Arrange for services at new address.
- Notify long distance phone company and arrange for service at your new address.
- Have your car serviced if you are driving to your new home.
- Recruit people to help you on the moving day.
- Arrange for someone to take care of pets during move.
- Confirm moving company or rental truck arrangements.
- If leaving the city, notify your bank about moving.

## One Day Before Move

- Keep moving materials separate so they don't get packed until you are finished
- Pick up rental truck if you are doing it yourself.
- Fill up your car with gas and check oil and tires
- Try to get a good night's rest.

# Tips on Packing

**A substantial amount of money can be saved by packing your household goods. To insure safety for your belonging, care should be undertaken to pack properly.**

- Use strong containers, in good condition, that can be sealed with strapping tape. These can be purchased locally from moving companies.
- Keep in mind what the box will weight after it is loaded. 40 to 50 pounds is considered the maximum.
- Empty spaces in boxes should be filled with crumpled newspaper or bubble wrap to keep thins from shifting in transit.
- Books should be stacked on end and generally in smaller boxes than other thing due to their weight.
- Label each box after packing, first, so that the movers will know which room to put it in and secondly, to help you prioritize which ones need to be opened first.
- Remove all breakables from drawers before moving furniture.
- Don't pack valuables such as jewelry, collections, checks or saving books.
- Packing takes longer than you expect so allow plenty of time. Pack items that aren't frequently used first and unpack them last.
- Organization I packing will save you hours of time and frustration in the long run.
- Items that are no longer wanted can be donated to charity and you may be eligible for a tax deduction.

# Garage Sale Hints

- Allow adequate time to plan and prepare – several weeks.
- Selecting the right date is important so it won't conflict with holidays or special events that could compete for attendance.
- Weekend is generally more successful than weekdays.
- Bigger is better.
- Practical household good such as appliances, dishes, furniture, tools, and the like are good sellers. Clothing typically doesn't have a high resale value with the possible exception of children's clothes in good condition.
- Try to merchandise your goods in an attractive manner as if you were displaying them in a store.
- Items should be clean and it not in working order, labeled accordingly.
- A classified ad in the newspaper listing some of the more desirable items can greatly increase your foot traffic.
- Bulletin boards in grocery stores and other public places can provide additional exposure.
- Use well created, attractive signs to direct people to your home. The nicer the sign, the more attention it will attract.
- Post a sign stating that all sales are final.
- Visit other garage sales to see what works well.
- You'll need to have cash on hand to make change for customers.

Prepared for:

## **Mail Forwarding**

- Q. Which form do I need to fill out to have my mail forwarded?  
A. The Change of Address Order form supplied at any United States Post Office or the one in this moving guide.
- Q. Does each person in the household have to have a form filled out?  
A. If each member has the same last name and they are moving to the same address, only one Change of Address form needs to be filled out. However, if this is not the case, each individual must complete his or her own Change of Address form.
- Q. When does the Change of Address form need to be sent in?  
A. To insure that there is no unnecessary delay, the Change of Address form should be completed at least 30 days before you move or at least as soon as you know the date of your move and the new address. The "Start Date" will determine when the post office will forward your mail to the new address.
- Q. How long will it take to forward the mail from one address to the other?  
A. It will take approximately three to five days for your mail to be forwarded from your old address to the new address depending on how far away they are from each other.
- Q. Who else should be notified of my change of address?  
A. Everyone who sends you mail should be notified of your change of address. This includes family, friends, credit cards, banks, insurance companies, doctors, dentists, professionals, magazines, and others. You can get notification postcards from the post office.
- Q. How long will the Post Office continue to forward my mail?  
A. For most mail, it will be forwarded for twelve months and there is no charge for this service. Third class mail will not be forwarded unless the sender requests it specifically.

## **Other Frequently Asked Questions**

- Q. What are the requirements for qualifying for a Moving Expense education on my federal tax return?  
A. There are two tests, the employment test and the distance test, that determine a taxpayer's eligibility. For more information, you can call 1-800-829-1040 and ask for a publication on moving expenses or you can call your personal tax advisor.

# **Burglary and Theft Prevention Checklist**

- Keep doors and windows locked at all times.
- If you move into a previously occupied house or apartment, change or re-key all locks.
- Install solid core or metal outside doors with deadbolt locks and metal striker plates.
- Use a door peephole or view grill.
- Put supplementary locking devices on all windows.
- Install secondary locks on sliding glass doors.
- Always keep your garage closed and locked.
- When away for an extended period of time, cancel mail and suspend newspaper delivery.
- Have a trusted neighbor watch your home when you're away.
- Be sure your home always looks "lived in."
- Do not leave door key under a doormat, in a mailbox, or other outside locations where a burglar could easily find it.
- Do not give house keys to parking attendants. Give them your car ignition key only.
- Do not carry an identification tag on your key ring.
- Do not leave ladders or tools outside your house where a burglar could use them to break into your home.
- Keep doors and windows highly visible.
- Engrave your driver's license number on all valuables.
- Do not give out information over the phone to anyone you do not personally know.
- Be suspicious of anyone you do not know who asks about your schedule and plans.

## Things to Do After the Move

- Notify the sender of any mail forwarded to you of your new address. This is only necessary if there is a yellow address label on it, which indicates it has been forwarded.
- Register to vote so that when election time rolls around, you will be eligible.
- Get a change of address on your driver's license if you have moved within the state and make application for one if you have moved out of state.
- Make contact with a local insurance agent to transfer policies. Complete a Household Inventory of your new home.
- Find out when the trash and garbage is picked up and whether there is a recycling program available.
- After locating a new doctor and dentist, have your medical histories transferred.
- As for reconditions of good contractors like plumbers, air-conditioning services and the like so that when you need them, you will know who you should call without being at the mercy of the yellow pages.
- Locate new service providers such as banks, pharmacies, cleaners, etc.
- Make a list of the emergency numbers such as fire, ambulance, police, hospital, poison control, and the like so they will be available in an emergency.

**Recognize that moving can be very stressful on people and that you should be considerate of your family members and yourself.**