



**EQUITY  
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*A Member of the Orange Coast Title Family of Companies*

# MOVING GUIDE



# Planning

## **TWO MONTHS BEFORE**

### **Sort and purge**

Go through every room of your house and decide what you'd like to keep and what you can get rid of. Think about whether any items will require special packing or extra insurance coverage. Hold a yard sale, or donate unwanted items to charity.

### **Research**

Start investigating moving company options. Do not rely on a quote over the phone; request an on-site estimate.

Get an estimate in writing from each company, and make sure it has a USDOT (U.S. Department of Transportation) number on it.

### **Create a moving binder**

Use this binder to keep track of everything – all of your estimates, your receipts, and an inventory of all the items you're moving. Make note of replacement values of expensive objects/furniture for insurance purposes.

### **Organize school records and request medical records**

Go to your children's school and arrange for their records to be transferred to their new school district. Contact new schools for enrollment information. If moving out of state, obtain copies of medical records for each family member. Consult with insurance agent to find out if changes to policies are necessary.



## **SIX WEEKS BEFORE**

### **Order supplies**

If you are packing your home yourself, order boxes and other supplies such as tape, bubble wrap, and permanent markers. Don't forget to order specialty containers, such as dish barrels or wardrobe boxes.

### **Use it or lose it**

Start using up things that you don't want to move, like frozen or perishable foods and cleaning supplies.

### **Take measurements**

Check room dimensions at your new home, if possible, and make sure larger pieces of furniture will fit through the door.



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# ONE MONTH BEFORE

## Choose your mover and confirm arrangements

Select a company and get written confirmation of your moving date, costs, and other details.

## Alert utility companies to disconnect services

The day after you move, and to have new service activated several days before you arrive at your new house. For out of state moves, contact the chamber of commerce in your new town for information on utility services.

## Begin packing

Start packing the things that you use most infrequently, such as the waffle iron and croquet set. Make sure you declare, in writing, any items valued over \$100 per pound, such as a computer.

## Label

Clearly label and number each box with its contents and the room it's destined for. This will help you to keep an inventory of your belongings. Pack and label "essentials" boxes of items you'll need right away.

## Separate valuables

Add items such as jewelry and important files to a safe box that you will personally transport to your new home. Make sure to put the mover's estimate in this box. You will need it for reference on moving day.

## Do a change of address

Go to your local post office and fill out a change-of-address form, or do it online at [usps.gov](http://usps.gov). But in case there are stragglers, it's always wise to ask a close neighbor to look out for mail after you've moved. Check in with them two weeks after your move, and again two weeks after that.

## Notify important parties

Alert the following of your move: banks, brokerage firms, your employer's human resources department, magazine and newspapers you subscribe to and credit card, insurance and utility companies.



# TWO WEEKS BEFORE

## Arrange to be off from work on moving day

Notify your office that you plan to supervise the move and therefore need the day off.

## Tune up

If moving out of state, take your car to garage and ask mechanic to consider what services might be needed if you're moving to a new climate.

## Clean out your safe-deposit box

If you'll be changing banks, remove the contents of your safe-deposit box and put them in the safe box that you'll take with you on moving day.

## Clean rugs

Get off to a fresh start in your new home and have your rugs professional cleaned. Roll up in preparation for move.

## Contact the moving company

Reconfirm the arrangements.



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## **ONE WEEK BEFORE**

### Refill prescriptions

Stock up on prescriptions you'll need during the next couple of weeks

### Pack your suitcases

Aim to finish your general packing a few days before your moving date. Then pack suitcases for everyone in the family with enough clothes to wear for a few days.

## **A FEW DAYS BEFORE**

### Defrost the freezer

If your refrigerator is moving with you, make sure to empty, clean, and defrost it at least 24 hours before moving date.

### Double-check the details

Reconfirm the moving company's arrival time and other specifics and make sure you have prepared exact, written directions to your new home for the staff and give them your cell phone number.

### Plan for payment

If you haven't already arranged to pay your mover with a credit card, get a money order, cashier's check or cash for payment and tip. If the staff has done a good job, 10 to 15 percent of the total fee is a good tip. Don't forget that refreshments are always appreciated.

## **MOVING DAY**

### Verify

Make sure that the moving truck that shows up is from the company you hired. The USDOT number painted on its side should match the number on the estimate you were given. There are scams out there!

Accompany the mover as he or she inventories your possessions and makes condition reports.

Sign the bill of landing (ensure that the address and phone number are correct) and inventory, and keep your  
copies in a safe place.

### Last Farewell

Lock windows, turn off lights, close doors, and take a final tour after the movers have finished, making certain nothing is left behind. LOOK UP and UNDER! Décor on top of kitchen cabinets and built in ledges can get missed, as well as belonging in discreet bottom cupboards.

Notes



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