

CHECKLIST FOR MOVING

Packing and Moving:

1. One of the first things you have to decide is whether to hire a commercial mover or move yourself. As a rule, commercial movers save you a lot of time and work.
2. If you decide to use a commercial moving company, choose it well in advance. Compare services and costs — and make sure they're available on the day you want to move.
3. Compare moving methods for different items. For example, it's usually cheaper to ship books by mail than to have movers handle them.
4. Inventory all possessions that will be moved. Noting the condition of each item will make it easier to determine if any damage occurred while moving.
5. Since every piece of furniture adds to the cost of your move, now is a good time to sort out what you really want transported to your new residence.
6. Be sure to ask your moving company about placing brackets on appliances such as refrigerators, washers and dryers. If you're moving yourself, you can call an authorized serviceman.
7. Label the contents of all cartons and boxes on two sides, so they can be put right where you want them without first having to be unpacked.
8. Pack fragile items carefully. Line the bottom of the cartons with balls of newspaper for cushioning. Pack the heaviest pieces first, with lighter objects on top and paper filling out the empty pockets. Pack them full, but don't overfill them. If necessary, fill the boxes with balls of paper to keep the tops level.
9. Number each box and keep a master list of contents.
10. Arrange to have glass-framed pictures, mirrors, glass and marble table tops, etc. padded, wrapped and crated. If you're using a commercial moving company, find out if they'll handle this for you, and if so, what are the additional charges.
11. Label all keys to correspond with tags on trunks and suitcases.
12. Tape tops of bottles and medicines.
13. Take along a telephone book, in case you need phone numbers and addresses after you move.
14. If you're moving flammable items, explosives, acids, paints, shotgun shells, matches, chemistry sets or ink, be aware that most movers will not accept them due to the risks involved.
15. Be on hand when the movers load your furniture and belongings.

Before you leave:

1. Ask your local post office for change of address postcards and notify the following:
 - Post Office
 - Magazine Publishers
 - Present Employer
 - State Income Tax Board
 - Investment Broker
 - Credit Card Companies
 - Banks
 - _____
2. If you're changing jobs, arrange to have your present employer send your W-2 form, so you'll have it on hand when it's time to file your tax return.
3. Cancel the following services and arrange them at your new home. Be sure to review check stubs and receipts for any other services which should be terminated or transferred:
 - Electricity
 - Telephone
 - Landscaping
 - Gas
 - Newspaper
 - Trash Pick-Up
 - Water Softener Service
 - Dairy
 - Laundry
 - _____
 - _____
4. Ask your doctor, dentist, lawyer, etc. to recommend professional services convenient to your new location.
5. Arrange for transfer of the following:
 - School Records
 - Legal Documents
 - Charge Accounts
 - Medical Records
 - Memberships
 - _____
 - _____
 - _____
6. Contact your lawyer for a review of your will.
7. Check with the resource in your new location for specific information on the following:
 - Schools
 - Places of Worship

Recreational Facilities

- Shopping Areas
 - Voter Registration
 - City Laws
 - Taxes
 - Zoning Regulations
 - Transportation
 - Social Organizations
 - _____
 - _____
 - _____
8. Obtain health inoculation certificates for pets.
 9. Be sure to pick up dry cleaning and any items at repair shops. Check your records to see where deposits or refunds are due.
 10. Call the Salvation Army, Volunteers of America, Goodwill Industries or similar organizations to pick up old furniture, books, clothes, etc. Ask for a receipt of these goods as possible tax-deductible contributions.
 11. Don't forget to notify friends and relatives of your new address.
 12. Before leaving your old residence, make sure all doors and windows are locked and keys are given to the proper people.
 13. On moving day, make sure you have the following with you:
 - Travelers' Checks
 - Driver's License
 - Auto Registration Cards
 - Credit Cards
 - Telephone Numbers and Addresses of Relative and Friends
 - Checkbook
 14. Deposit settlement check, so it can immediately earn interest.

When you arrive:

1. Be on hand to check for damage while your furniture is being unloaded. If any belongings are damaged, notify the movers immediately and have them sign an Exception Report.
2. Know ahead of time where you want your things placed. You could be charged extra money if movers have to keep shifting things around.
3. Make sure all necessary services you arranged for are started.
4. Call a service person to connect washer, dryer, stove and refrigerator or to light your gas furnace.