

Moving Checklist

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One Month Before Moving:

- Fill out change of address order form for post office.
- Fill out an IRS change of address form.
- Make arrangements with moving company or reserve a rental truck.
- Make travel arrangements, if necessary, with airlines, buses, car rental agencies and hotels.
- Transfer memberships in churches, clubs and civic organizations.
- Obtain medical and dental records, x-rays and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.
- Set up a checking account in your new city.
- Check into the laws and requirements of your new city regarding home-based businesses, professional tests, business licenses and any special laws that might be applicable to you.
- Take inventory of your belongings before they're packed, in the event you need to file an insurance claim later. If possible, take pictures or video tape your belongings. Record serial numbers of electronic equipment.
- Make arrangements for transporting pets.
- Start using up food items, so that there is less left to pack and possibly spoil.

One To Two Weeks Before Moving:

- Switch utility services to new address. Inform electric, disposal, water, newspaper, magazine subscription, telephone and cable companies of your move.
- Arrange for help on moving day.
- Confirm travel reservations.

- ❑ Reserve elevator if moving from an apartment.
- ❑ Have appliances serviced for moving.
- ❑ Clean rugs and clothing and have them wrapped for moving.
- ❑ Plan ahead for special needs of infants.
- ❑ Close bank accounts and have your funds wired to your new bank.
Before closing, be sure there are no outstanding checks or automatic payments that haven't been processed.
- ❑ Collect valuables from safe-deposit box. Make copies of any important documents before mailing or hand carry them to your new address.
- ❑ Check with your insurance agent to ensure you'll be covered through your homeowner's or renter's policy during the move.
- ❑ Defrost freezer and refrigerator. Place deodorizer inside to control odors.
- ❑ Give a close friend or relative your travel route and schedule so you may be reached if needed.

On Moving Day:

- ❑ Double check closets, drawers, shelves, attic and garage to be sure they are empty.
- ❑ Carry important documents, currency and jewelry yourself, or use registered mail.
- ❑ Carry travelers' checks for quick, available funds.

After Arriving At New Home:

- ❑ Renew your driver's license, auto registration and tags. AZ DMV LINK
- ❑ Shop around for new insurance policies, especially auto coverage.
- ❑ Revise your will and other legal papers to avoid longer probate and higher legal fees.
- ❑ Locate the hospitals, police stations, and fire stations near your home.

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Packing Tips

- ❑ Keep the following supplies handy for packing: Boxes, marking pen, bubble wrap, newspaper and tissue, tape and scissors, tape measure.
- ❑ Use strong boxes and containers that can be secured tightly.
- ❑ Purchase special boxes for dishes, wardrobe and other special items.
- ❑ Pack audio-video equipment in their original boxes. Label cables and tighten transit screws. If removing screws, tape them to the objects they are removed from.
- ❑ Avoid loading more than 50 pounds into one box.
- ❑ Carry all valuables with you
- ❑ Label each box and indicate the following:
 - Which room it should go in
 - Whether it is fragile
 - If it should be loaded last so it will be unloaded first.
- ❑ Cushion contents with packing material such as bubble wrap, newspaper or tissue. Save room by using towels and blankets to wrap fragile items.
- ❑ Pack books tightly on end in small boxes. If musty smelling, sprinkle talcum powder between the pages and wrap the book before packing. Leave stored for a couple of months to eliminate the smell.
- ❑ Have rugs and draperies cleaned before moving and leave them in wrappings for the move.
- ❑ Pack medicines in a leak proof container.
- ❑ Check with your local U.S. Department of Agriculture for regulations regarding moving plants from one state to another. Many states have restrictions on certain plants to prevent importing bugs or pests that can destroy valuable cash crops.

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Houseplants

A Couple Of Weeks Before You Move:

- ❑ Prune plants to facilitate packing. Consult a florist or a plant book for instructions.

A Week Before Your Move:

- ❑ Place your plants in a black plastic bag, along with a bug/pest strip, conventional flea collar or bug powder. Close the bag and place in a cool area overnight to kill any pests on the plant or in the soil.

The Day Before Your Move:

- ❑ Place the plants in cardboard containers. Hold them in place with dampened newspaper or packing paper. Use paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. If you must leave your plants behind, then take cuttings. Put them in a plastic bag with wet paper towels around them.

On The Day Of Your Move:

- ❑ Set the boxes aside and mark "DO NOT LOAD" so they won't be taken on the moving van. Close the boxes and punch air holes in the top before loading into your car.

When Moving:

- ❑ Park your car in a shaded area in the summer and a sunny spot in the winter.

Upon Arrival:

- ❑ Unpack the plants as soon as possible after arrival. Remove plants through the bottom of the box to avoid breaking the stems. Do not expose the plants to much sunlight at first. Let them get gradually accustomed to more light.

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Moving with Kids

When a family is relocating, it can be an exciting time, but also a great time of anxiety. The more familiar and comfortable children are with the moving process, the easier it will be on the entire family. To help relieve some of the stress associated with moving, here are some suggestions for involving children of all ages:

- Subscribe to the local newspaper in your new home town and have it mailed to your current address. This will provide you and your kids with a chance to learn about activities and places of interest to children. You can learn about play groups, youth sports leagues, summer day camps and the local swim club.
- Visit the library, or contact your new town's Chamber of Commerce to learn about events and places of interest. Make a list of fun things to do in the new town before your move, and schedule specific days for activities so that kids can anticipate having fun.
- Register children to participate in activities in their new town before you move. Especially if you are moving during the summer months, day camps and youth activities provide children with an opportunity to make friends before they attend a new school in the fall.
- If you have older children, contact their new school to arrange for a pen pal. This suggestion is ideal for kids that must move in the middle of a school year, since it provides them with an instant friend upon arrival.
- If you have younger children that enjoy being read to, there are a number of books about moving that will help to explain the process, as well as some of the feelings that kids may experience. Your local library or book store can recommend books about moving.

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- Take pictures of your new home and the surrounding neighborhood so that your children have an idea of what to expect. Older children can begin to plan how they will decorate their rooms or special play areas.
- Have a family "going away house party" for your old home. This will give children an opportunity to say good-bye to their old house, and celebrate all of the good times they may have had at the home they will be leaving.
- Plan a visit with old friends at the new home, before the move occurs. If possible, arrange for a special friend of your child to travel to their new home for a visit. It will give your children something to look forward to after the move.
- Work with your children to sponsor a 'Kids Yard Sale.' This will serve several purposes. First, it will encourage your kids to dispose of unwanted items and outgrown toys before you move. It will also keep the kids involved with the pre-move clean out process, and it will give them a chance to earn some spending money. Perhaps they can purchase a special game or toy to keep them amused when they travel, or for their new home or room.
- Have your kids put together a Travel Fun Box. They can decorate the outside of a cardboard carton with stickers, or pictures cut from magazines. Or, wrap the box in plain paper and it can be decorated with crayons. Inside the box, kids can pack a few special toys or compact games and activities suited for travel. Travel snacks can also be kept in the box.

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