

Moving Checklist

Here's a checklist to help you avoid trying to do everything at once. Post this checklist on your refrigerator so that you can use it as a moving action plan.

4-8 WEEKS BEFORE YOU MOVE:

- Contact your local Cross Town Movers agent to schedule a convenient time for a free estimate.
- Have a garage sale or donate your unwanted items.
- Make a list of everyone you need to notify of your move.
- Obtain change of address cards from your local post office.
- Check with your school on transferring your children's school records.
- Find out from the IRS or your accountant if moving expenses are tax deductible.
- Contact your insurance agent to discuss your insurance needs for your new home.
- Select a new bank in your new city.
- Begin to organize your medical and dental records.

3 WEEKS BEFORE YOU MOVE:

- Make a decision on whether you will pack your own cartons or if you'd like to utilize Cross Town Mover's professional Packing Service.
- Begin the packing process if you are doing it yourself.
- Compile all personal records.
- Change your address on credit cards, magazine subscriptions.
- Arrange to have your utilities disconnected after your move-out day.
- Arrange to connect your utilities the day before your scheduled move-in day.

2 WEEKS BEFORE YOU MOVE:

- Plan to use all the food in your refrigerator and freezer.
- Dispose of all flammables, aerosols, paints, chemicals and ammunition etc.
- Drain oil and gasoline from mowers and all power tools.

ONE WEEK BEFORE YOU MOVE:

- Provide contact phone numbers for your Bekins agent so that you are accessible during your move.
- Empty and clean your refrigerator and freezer, clean your stove, etc.
- Only use those household items that you'll need, such as sheets, towels, a few pans and dishes. Everything else is ready to be moved.

MOVING DAY:

- Once moving van is loaded, double check that nothing was left behind in closets, basement, attic, cabinets, drawers, etc.
- Make sure your children and pets are not at home so that they do not get in the way of the movers.

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