

# Moving Plan

from

# **TAG-A-ROOM**

*Color Coded Moving Labels*

Start planning early when moving. Establish a checklist such as our Move Planner. You build a strategy to ensure a smooth move. This is also a great way to involve the entire family in the moving process and distribute some of the responsibilities to each person in your family.

Our plan starts you out on week eight. Your checklist will help ensure that nothing has been overlooked from your planning. This will create a sense of accomplishment and relieve some of the anxiety involved in moving.

## **Week Eight**

**Date**\_\_\_\_\_

- Contact your truck rental or moving company for estimates.
- Start planning meals with frozen foods and food in your cabinets.
- Time to clean out the attic, garage, basement, storage unit, etc.
- Call the Chamber of Commerce or Visitor's Bureau in your new community for information on the new city.
- Contact contractors to assure projects and repairs in your new home are completed.

## **Week Six**

**Date**\_\_\_\_\_

- Organize a move information file to track move related expenses and records.
- If your employer is paying your moving expenses, verify which responsibilities are theirs and which are yours.
- Take a look around, evaluate your belongings to determine if any items can be sold in garage sales or donated. It may save you more money to sell it than move it.
- Begin notifying your creditors, clubs, friends, etc about your upcoming move.
- Some moving expenses are tax deductible. Check with your accountant or the IRS for information.
- Contact your insurance agent to transfer policies or for referrals to other agents.

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- Contact schools, dentists, doctors, etc to get your personal records to other agents.
- If storage is needed for any of your possessions, you may check with local mini-storages. Many moving companies provide storage as well.

## Week Five

Date \_\_\_\_\_

- Check your home for any last minute repairs needed. Contact contractors in advance for any repairs you do not intend on doing yourself.
- Plan a garage sale to sell unwanted items. You may also want to donate them to obtain a receipt for a tax deduction.

## Week Four

Date \_\_\_\_\_

- Fill out your change of address forms. You can obtain these forms from your local post office. There are also online services to assist you in this process.
- Will you be packing yourself? If so, now is a good time to call movers or local box companies to find boxes.
- Organize a list of items to be moved. Decide what you will move yourself or what the movers will handle. Pack up items you will not need over the next four weeks.
- Set a plan on how you will transport your pets and plants.
- Contact your utility companies to disconnect services. Remember to leave your phone connected until you are moved out of your home.
- Separate all of your auto registration documents and auto licensing so you are prepared to reapply in your new state or city.
- Transfer your prescriptions. You may need to check with your doctor for assistance.

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## Week Three

Date \_\_\_\_\_

- If using a moving company, contact them to revise your inventory of items in the event you have given away or sold anything.
- Start planning your travel arrangements such as airlines, hotels, etc. It is very important not to schedule anything that has deadlines on the day of the move. Often, home closings run late or movers are behind schedule. Plan all day for your move.
- If necessary, make arrangements to open new bank accounts and close old ones. Remember your traveling money.
- If you have children you may want to schedule a sitter for moving day. This will help keep them occupied and safe during the move process.
- Gather all of your important papers like insurance, deeds, birth certificates, stocks, wills, etc)
- Gather up drapes, furniture, carpets, etc that need to be cleaned or repaired.
- If you live in an apartment or condo, make arrangements to reserve the elevator if it is required when moving in or out of a building.

## Week Two

Date \_\_\_\_\_

- Begin preparing for your move. Look over items you don't use very often. You may decide to pack them first if packing yourself.
- Clean out closets, attics and basements.
- Time to check out your car to make sure it is ready for your road trip. Also, make sure it's ready for any new weather conditions you may encounter.
- Dispose of flammables and chemicals. Check with your city for disposal sights.
- Start planning meals that will use up food in your freezer.
- When packing, be sure to label all boxes for easier identification when you unpack. We offer pre-printed, color coded Tag-A-Room® Moving Labels to simplify this process.

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## Week One

Date\_\_\_\_\_

- Look back over your Move Planner to assure that you are on track with all your tasks.
- Close any outstanding accounts or bills.
- Call utility companies in your new city. Have your utilities connected the day before your move-in day.
- Give away any plants you will not be moving.
- Drain gas and oil from lawnmowers, blowers, edgers, etc.
- Take pets to the veterinarian for any immunizations. Remember to get any paperwork that you will need in your new city.
- Confirm with your movers or rental truck equipment companies.

## Day Three

Date\_\_\_\_\_

- Confirm any help you may have recruited to assist in the move.
- Make sure to get traveler checks or cash for moving expenses. Some moving companies require cashier checks for payment of the move.
- Defrost your freezer and refrigerator. Make sure to block the doors open to keep them from accidentally closing on your pets or children.
- Prepare a survival kit for the road with personal items that will be needed immediately at your new home.
- Set aside things you will be taking with you so they will not be loaded in the moving truck.

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**Moving Day**

**Date** \_\_\_\_\_

- Make sure pathways are clear of boxes and furniture so items can be safely moved out of the home.
- Have plenty of water and drinks available.
- Clear the driveway to the moving truck so movers have access from the road.
- Read any paperwork from the moving company carefully before signing them. Make sure you understand what is covered in the event of damage or loss.
- If possible, have two people at loading address for any questions that may arise.
- Tag doors of rooms of new home with signs and Tag-A-Room® colored coded labels so items go into proper rooms. Keep in mind that Tag-A-Room® labels use a permanent adhesive, we do not recommend affixing the labels directly to any finished surface.
- Have a great move!

Please visit [tagaroom.com](http://tagaroom.com) for more valuable tips.