THE ULTIMATE MOVING GUIDE

THE HOME INSPECTORS

TABLE OF CONTENTS

Planning the Move	3
Organization is the Key!	3
Compiling Personal Records	4
Managing a Moving Sale	4
Announcing Your Move	5
Forwarding Your Mail	5
Packing it Up	6
Hiring Professional Movers	6
Moving Things Yourself	7
Moving Special Items	10
Making the Move	14
Checklist for Success	20

PLANNING THE MOVE

Plan, organize, plan, organize, plan, organize, plan, organize.....! If you can master these two concepts, you are well on your way to an efficient move.

Organization is the Key!

To effectively organize your move, begin as soon as possible ahead of the move because you'll need to tend to countless details and arrangements that can overwhelm anyone if they're left to the last minute before the move.

Make a list of what you need to do - one approach is to make a moving time table or "calendar of events". Let's review some of the things you need to think about:

- Whether you're moving yourself or hiring a professional mover, don't move unnecessary items. A move is a great time to get rid of things that are no longer useful or wanted.
- Make a master checklist of everything that must be done in connection with the move and when you need to do it. Schedule a deadline for each task, and then check off each task as it's completed.
- If you plan to rent a moving van or hire a professional mover, make reservations in advance.
- If you plan to ask friends and family for help, ask enough people to make the job easier. Don't expect one or two friends to help move all of your furniture and belongings.
- Get carpets and slipcovers cleaned before you move. They'll come back wrapped and ready for your new home.
- If you plan to travel by car over long distances, have your car serviced to ensure a smooth trip. Be sure to check your spare tire.

- Return library books and anything else you may have borrowed.
- Pick up all dry cleaning.

Compiling Personal Records When Moving Out of Your Immediate Area

As you've been living in your current home, you've been acquiring important records that document your personal history (medical, dental, financial, and legal information). Begin gathering this important information before your actual move.

- Contact your family doctor and dentist (and all of the other specialists you may have been to like pediatricians, eye doctors, etc.) and obtain copies of your medical records. Any new physician or dentist will like to have your medical/dental history.
- If you have a pet, you will need their medical records too. Contact your veterinarian to give you copies of their immunization certificates which you may need to get new tags or licenses.

Arrange to transfer the contents of your safety deposit box to a bank near your new home. Make sure you have a record of the contents. While you are at the bank, notify them of your planned move.

Managing a Moving Sale

To get the best prices at your moving sale, clean the items you're selling - and display them creatively.

- Post signs around the neighborhood, in advance (if allowed) to let people know of your upcoming sale.
- To display clothes, rig up a clothesline.
- Tag items individually with prices or put articles together on a table with a sign of their price. Whether or not you want to negotiate the price further is up to you, but it will save you the hassle of trying to come up with a price on the spot.
- Encourage your children to get rid of old toys and belongings by letting them keep the money.
- Reduce prices drastically at the end of the day to get rid of everything.
- What you don't sell, donate (and keep the receipt as a tax deduction).
- If you have listing flyers for your home, have a supply for folks that come by.

Announcing Your Move

Once you have set the dates and established a new address, you need to begin notifying people who need to know you're moving. The Postal Service offers change of address information at their locations or online @ USPS.com, then click on the "Household" tab.

- If you have not found a place to live and do not have a new permanent address, consider getting a Post Office box for the interim to begin forwarding mail. Locate a Post Office or mail box center near your work or in the area of town you think you'll be living.

Forwarding Your Mail

Mail can be temporarily forwarded from a minimum of fifteen (15) days to a maximum of twelve (12) months by selecting "Yes" on a PS Form 3575 – Change of Address Form to the question "Is this a temporary move?" and providing a date to stop forwarding your mail.

A Temporary Change of Address (COA) provides forwarding of mail to a temporary address for a maximum of six (6) months. However, if the temporary move is longer, you can extend the temporary forward at the end of six (6) months. The total forwarding time on a temporary move cannot exceed twelve (12) months.

CHANGE OF ADDRESS CHECKLIST

□ Post Office
□ Accountant
□ Address Book - Friends & Family
□ Associations
□ Attorneys
□ Banks
□ Catalog Companies
□ Cell Phone Provider
□ Church/Synagogue
□ Credit Cards
□ Credit Unions
□ Dentists
□ Doctors
□ Employers
□ Gym Membership
□ Insurance Companies
□ Internal Revenue Service
□ Investment Companies
□ IRA's
□ Lending Institutions - Auto Loan, etc.
□ Magazine Subscriptions
□ Dept. of Motor Vehicles
□ Roadside Assistance Membership
□ Schools
□ Veterinarian
□ Voter Registration

DISCONNECT SERVICES & UTILITIES

□ Gas
□ Electric
□ Trash Collection
□ Telephone
□ Water
□ Cable/Satellite TV
□ Internet Provider
□ Lawn Care Service
□ Newspaper

PACKING IT UP

Whether you are supervising a professional move, or doing the packing yourself - this section will save you time and headaches with valuable tips on everything from hiring a professional mover - to how to move houseplants.

Hiring Professional Movers

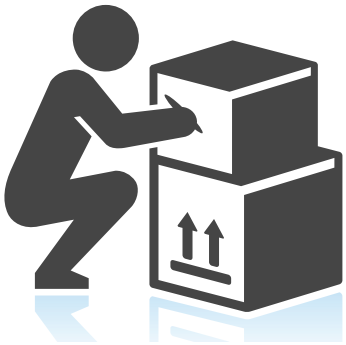
SELECTING A MOVING COMPANY

- For a local move, obtain references from friends or check with the Better Business Bureau about the moving company you are considering.
- On interstate moves, charges are based on the weight of the articles to be moved, the distance to be moved, and additional services provided.
- Get at least three estimates in advance of your move, however remember most estimates are “non-binding”. The final price is determined by the total charges for transportation and services. A “binding estimate” requires the mover to bill you for the specific services at a specific price. If you add additional services, you will void the binding estimate.
- Be sure the mover is aware of everything to be moved. The cost will increase if anything is added to the shipment that was not included in the original estimate.
- The mover will issue you a bill of lading, which represents the legal agreement between the customer and the mover. Be sure to keep it. Check to make sure your moving dates, pick-up and delivery, are shown on the bill of lading.
- Make sure that any contract you sign identifies complete rates and charges, the mover’s liability for your possessions, dates for pick-up and delivery, and claims protection.
- Interstate moves by moving companies are regulated by the Interstate Commerce Commission (ICC). The mover is obligated to give you a copy of a pamphlet prepared by the ICC titled “When You Move: Your Rights and Responsibilities”. Make sure to read and understand this pamphlet.

HANDLING CLAIMS

- Professional movers are responsible for loss or damage to goods caused by the mover. If anything is missing or if cartons are damaged, this should be noted when you check the inventory sheet at the time of delivery.

- It is not necessary to unpack all boxes immediately, because any damages or losses discovered, typically within nine months of the delivery, entitles you to file a claim. Keep your inventory checklist or any papers signed in connection with your move until you have unpacked all cartons and/or the nine months is up. Obviously, the earlier the claim is filed the better.



WHEN MOVERS PACK FOR YOU

If you are using the services of a professional mover, you may consider providing little or no packing on your own. However, you may want to take some precautions to ensure that cherished, irreplaceable or valuable items are handled and protected to your satisfaction.

- Ask your mover how they package and transport items such as antiques, crystal, etc. to determine whether you would prefer to pack and perhaps even move these valuables yourself.

- Often times moving companies that transport items you pack yourself won't insure or take responsibility for them. Confirm your company's policy in advance.

- Ask about the amount of insurance coverage they provide, and whether coverage is for replacement cost or the depreciated value.

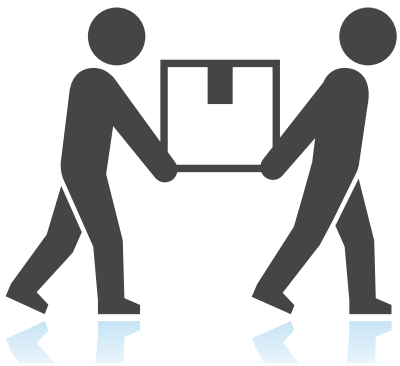
- Professional movers have boxes and containers specifically designed for many items. For added protection, you may request extra boxes to pack any items you choose to move on your own. Be sure to label them "Do Not Move" so your movers will not load these boxes into their truck in error.

Moving Things Yourself

TIPS FOR A DO-IT-YOURSELF MOVE

- If you are renting a van or truck make reservations ahead of time.
- Confirm vehicle size/capacity with rental company:
  - 2-3 Rooms -- 15 ft. truck
  - 4-6 Rooms -- 18 ft. truck
  - 7-8 Rooms -- 22 ft. truck
- Make sure you have the following supplies:
  - Loading ramps
  - Padding
  - Dollies
  - Boxes
- Additional Costs:
  - Insurance deductibles & drop-off charges

- Loading:
  - Load heavy furniture first
  - Pad delicate items
  - Secure load
- Keep the following supplies and accessories on hand:
  - Marking pens
  - Packing tape
  - Scissors
  - Tape measure
  - All size boxes
  - Furniture pads or sheets Rope or twine
  - Tool box
- Label all boxes clearly indicating th contents.
- Identify each box with a number and keep a list of what is in each box.
- Clearly mark fragile items.
- Carry your most fragile items in the car with you.
- If you have children, pack a bag of games and activities for the trip (if lengthy).



KEEP THE BASICS HANDY

Pack essentials in separate boxes to keep them on hand. You'll need them during the first days in your new home. It is important to identify those items that will be essential to your family during the move and the first few days in your new home. It is important to identify those items that will be essential to your family during the move and the first few days to help ensure a smooth transition - from toilet paper to tool kits.

Personal Items

- Comfortable clothing
- Linens
- Toiletries
- Cosmetics
- Soap
- Towels
- Toothbrushes
- Toothpaste
- Iron
- Alarm Clock
- First Aid Kit
- Daily Medications
- Shower curtain

To Settle In

- Garbage can & bags
- Extension cords Tool kit
- Flashlight
- Ladder or step stool
- Dust cloth
- Cleaning products
- Mop and broom
- Vacuum cleaner
- Shelf liner
- Rope/Twine
- Matches

Activities for Kids

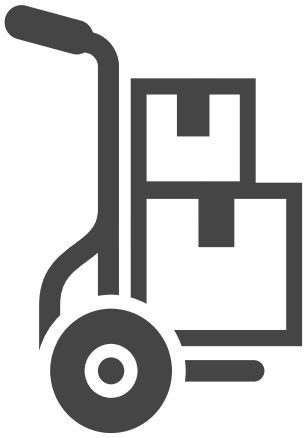
- Favorite toys
- Coloring books
- Crayons
- Books
- Puzzles

PACKING

Start collecting boxes early. Pack on a room-by- room basis, and don't mix items from different rooms in one box, (i.e. don't pack items from the bedroom in boxes with articles from the kitchen). If possible, start packing early. Remember, if you were to pack only a box a day, in thirty days you would have thirty boxes packed. You could start in areas where the items are not in frequent use such as the attic, garage, closet shelves, good china, books, out-of-season clothes, etc.

What size boxes will you need? The type of items you need to pack will provide a good idea. Heavy articles, such as books, canned goods, etc., should go in smaller boxes. Bulkier, but not- so-heavy items such as pots and pans, linens, small kitchen appliances, etc., should go in somewhat larger boxes. Bulky, lightweight articles such as blankets, pillows, etc., should go in the largest boxes.

- If you don't collect enough boxes, call a local mover or storage facility to inquire about purchasing the boxes required.
- Save space by not packing the unbreakable contents of tightly loaded drawers. Tape the drawer contents in place with masking tape. To minimize tape marks, remove the tape as soon as the furniture arrives at your new home (or you may choose not to use tape for short distance moves).
- For long distance moves, obtain wardrobe boxes for your clothes. By hanging clothes inside these "closet" boxes, you'll save time packing and unpacking. If you are moving a shorter



distance, leave clothes on hangers and cover with a large garbage bag or consider renting a clothing rack with wheels to allow you to move an entire closet rod at one time.
- Small linens such as towels and washcloths can also serve as packing material.
- Wrap sofa and chair cushions in sheets or plastic bags to use as extra padding for other large items you transport.
- To save space, alternate the spines of books as you pack.
- To prevent odors from developing in the refrigerator or freezer during the move, place some charcoal briquettes inside the unit; they will absorb odors. Then insert newspaper throughout the freezer; this will absorb any moisture and help prevent odors.
- Remove furniture casters ahead of time to prevent them from falling off during the move. Tie them together with heavy twine, and tag them so you know which piece of furniture they fit.
- Plates should be packed standing on edge. To minimize breakage of glasses, place the heavier items on the bottom of the box and the more delicate ones on top. Pieces of crumpled newspaper make excellent packing material.

- Pack smaller items together - it will make unpacking easier.
- As you tape up each packed box you could place a string underneath each piece of tape, leaving about an inch sticking out. When it's time to unpack, just pull on the string, which will quickly and easily cut right through the tape.
- Load young children's toys and things last. If these items are first off it may be helpful to keep your children occupied while you pay attention to the articles being off-loaded.
- Move dresser drawers without removing their contents to avoid repacking.
- Clearly label boxes with the room destination where they should be delivered when unloaded at your new home.
- Dispose of flammable liquids such as spray paints, solvents and thinners, and gas in lawnmowers. Dispose of these items in advance.
- Label leftover paint cans as to where it was used and leave behind in the garage (the new residents will appreciate it!).

MOVING LARGE FURNITURE

Measure the following pieces of furniture to be sure they will all fit in the moving truck:

Assembled shelving units
Beds
China cabinets
Large appliances
Large dressers
Sofas

- Make measurements of all doors and hallways in your new home. Note stairs that have several flights with landings where large pieces may be hard to maneuver.
- Measure sofas, large chairs and dining tables to ensure furniture will fit through narrow doors, halls or stairways.

Moving Special Items

Many of your possessions may require special care when moving. Use the following guidelines as needed:

ELECTRONIC EQUIPMENT

- If possible, pack items in the original cartons. If not, pack each item individually.
- Unplug all TV sets 24 hours in advance so they will be at room temperature the day of the move. Moving a set in which heat is retained could cause internal damage.
- In hot or cold weather, allow electronic equipment to return to room temperature before turning it on: suggestion - wait 24 hours.
- When moving a personal computer, back up all important data before the move.

- When moving a compact disc player, check instructions to secure the laser. Heat can warp compact discs, so don't move them in a vehicle which may get too hot.
- For all electronic equipment, be sure to check your Owner's Manual for special moving instructions.
- Most professional movers do not pay for repair or replacement of electronic equipment such as stereos, VCR's, DVD/CD players, computers, unless physical damage to the item or the item's carton has been noted upon delivery.

PLANTS

- On short trips, you can move most plants yourself by placing them in an open box on the floor of your car. During long distance moves, plants may get crushed or become wilted. So why not give them to neighbors as "goodbye" gifts!

- If you are moving to another state, federal or state laws may cause certain plants to be quarantined and/or inspected to be certified that they are pest-free.
- Professional moving companies usually will move houseplants within the same state and within 150 miles. Moving personnel won't necessarily water your plants during the move or take special care of them, so be sure to ask on long distance moves.
- Most indoor houseplants cannot survive temperatures below 30 degrees or higher than 100 degrees for more than an hour. If you are moving during the winter over long distances, pack plants in boxes and move in a heated vehicle. Do not leave in an unheated car or moving van overnight.
- Make sure plants are moist when they are packed for moving. Plants can usually survive for about 10 days without water.

MOVING BREAKABLE ITEMS

- You are going to need plenty of wrapping paper. Many people save and use old newspapers.
- Due to their sturdiness, wine boxes are excellent packing boxes for glasses and other breakable items.

PACKING THE KITCHEN

Packing is much more convenient, and less tiring when you have a large work area. Consider clearing the kitchen table, placing a towel down to protect the finish, and do your packing on the table.

Keep in mind that when you are packing fragile items you should plan to pack the heaviest items toward the bottom of the box and the more delicate items closer to the top (Line the bottom of the box with several layers of newspaper for additional cushioning).

PACKING SMALL KITCHEN APPLIANCES

It's best to pack your small kitchen appliances (toaster, can opener, coffee maker, blender, etc.) together in one or two boxes (or more, as necessary) rather than in other boxes with other goods.

When all appliances have been packed in a box, or boxes, if there are small spaces that are empty, wad-up some packing paper and fill in the voids. However, if you have a lot of space left over, then you should pack some other kitchen items in the box in order to fill it up and not waste the space.

MORE KITCHEN PACKING TIPS

Boxed foods (cereals, etc.): No need to wrap such items in packing paper. If your shipment is going into storage then you should dispose of boxed foods. These items can attract rodents and insects.

Spices: Make sure all cans are closed and won't leak. If in doubt, seal them with tape.

Canister Sets: Contents may be left in canister sets, however, you may want to seal them with tape.

PACKING TALL TABLE LAMPS

When packing tall lamps it may be difficult finding a box large enough to accommodate the lamp. If you can't find such a box, you can purchase boxes from a professional mover.

1. Remove lamp shade and bulb, wrapping cord around base of lamp.

2. Line the bottom of the box with wadded-up newspaper, towels or sheets. This will ensure extra cushioning and protection for the lamp. If you have several tall table lamps, place them in the box so that the base of one lamp is next to the top of the next lamp. This will make them fit better in the box. When all lamps are packed in the carton, fill the box with plenty of wadded-up packing paper. Be sure to mark "FRAGILE" and "LAMPS" in large, clear letters on all sides of the box.

LAMP SHADES

Lamp shades, where possible, should be nested so that you can get two or three in a box. Use **CLEAN** packing paper (*do not use newspaper*) as protective lining between each shade. Do **NOT** pack anything else with the lamp shades. Be sure and mark on all sides of the box in large, bold letters, **"FRAGILE", "LAMP SHADES"**.

PACKING PICTURES AND MIRRORS

Small pictures can be wrapped and stood up in normal packing boxes with other items. Pictures or mirrors that are just a little too large to fit in regular boxes can be packed in a self-designed box. Follow these instructions:

1. Select a box that is larger than your picture when open at both ends.

2. Open the bottom of the box, and then flatten. Seal one of the open sides with tape.

3. Lay your picture, face down, on several sheets of packing paper which has been spread out so as to be almost twice as wide as your picture.

4. Wrap the picture similar to wrapping a present. Bring one side of the packing paper around the picture so that it will cover most of the back of the picture or mirror. Then bring the second side of the paper around to cover the back of the picture. Seal with tape. Fold up both ends of the paper and bring over the back of the picture. Seal with tape. Turn picture over and seal the areas where the paper overlaps

5. Slide the picture or mirror into unsealed side of your box and seal the end with tape.

MAKING THE MOVE

Whether you're moving out of state or around the block, relocating a household is seldom easy - but it can be fun and memorable.

MANAGING THE MOVE

- To save time and eliminate confusion, draw a floor plan of your new home before your move. Sketch in and number your furnishings the way you want them arranged. Tag furniture pieces to correspond to the floor plan so the movers know where to place each piece.

- Be sure to be on hand during packing, pickup and delivery of your belongings. If you cannot be there, ask a friend or relative to be on hand. If utilizing a moving service, the mover should issue you an inventory of all items. Make sure the inventory is correct and legible before you sign it.

- If your friends are helping you move, have as much as possible packed ahead of time and ready to be loaded into the moving truck. Don't expect your friends to pack your belongings. Be sure to have plenty of soda and snacks, and send out for takeout food if the work goes into the lunch or dinner hour.

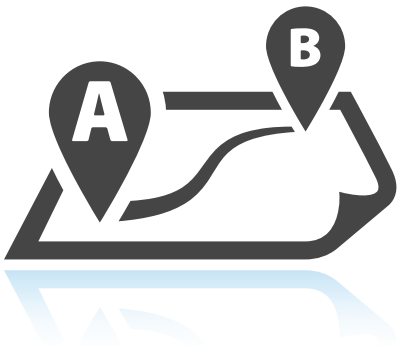
- Keep children and pets out of the way of movers.

MOVING OUT

- Confirm the arrival time with moving company.
- Keep important documents and keys handy.
- Make a final inspection to be sure nothing is forgotten. Look through closets, attic, and garage.
- Turn off lights, close and lock windows and doors.
- Leave keys with real estate agent or landlord.
- Leave home only after the moving truck is on its way.

IN TRANSIT

- Keep important papers and documents with you.
- Make sure you allow enough time to get to your new home before the movers.
- If you are moving over a long distance, keep in touch with the moving company so they are able to notify you of any delays they may be having.
- If you drive to your new location and arrive late in the evening, spend the first night at a motel rather than trying to “settle in” when everyone’s tired. Everything will seem much more manageable in the morning.



WHEN YOU ARRIVE

- If possible, hire a cleaning service to help you clean the house, either before the movers arrive or after they’ve left.
- Make sure all goods have been removed by the previous owner before you take possession of your new home.
- If you’ve hired a professional mover, make sure you have the payment ready when the truck arrives as specified in the agreement. On interstate moves, if the charges exceed the written estimate, you are responsible for the estimate plus ten percent of the balance when your goods are delivered. Any remaining amount is usually due within thirty days.
- Check your list of contents against the list of what is delivered, and inspect all boxes for damage.
- Unless you’ve hired the movers to help unpack, don’t try to unpack everything at once. Sort your boxes so that you only have to unpack what is necessary. This gives you the time to organize your space as you go, instead of being forced to toss things randomly into cupboards and closets.

MOVING IN

- Meet the movers promptly.
- Supervise placement of boxes and furniture.
- Check circuit breakers to make sure all power is on.
- Check all pilot lights (Water Heater, furnace, etc.).
- Install or check the batteries on smoke-detectors.
- Make sure telephones are working.
- Install new locks.
- Make an extra set of keys and leave a set with a friend, relative or neighbor.

MAKING THE TRANSITION

- If you're moving to an unfamiliar location, obtain local maps as soon as possible. Contact the local Chamber of Commerce for information on shopping, dining and services in your new area. Contact your town's Department of Parks and Recreation for information on playground and community recreational activities.
- Arranging Services and Utilities

□ Gas
□ Electric
□ Trash Collection
□ Telephone/Cell
□ Water
□ Cable/Satellite TV
□ Internet Provider
□ Newspaper

- Change your address on your driver's license or get a new license and get your car registered if you move to a new state.
- Subscribe to the local newspaper so that you get a feel for your new community.
- If you're fortunate, your new neighbors will welcome you. If they don't, spend some time outside so they have the opportunity to approach you - or introduce yourself. Talk to the postal carriers, and let them know where your from and who the members of your family are. Postal carriers often will share this information with your neighbors.
- If your children are moving to a new school, try to find some time to volunteer for school activities. This will help you get to know the school and help you understand any problems your children experience as they get oriented to their new school.

MOVING WITH CHILDREN

Moving can be stressful. Be sure to monitor the effects of the move on your family. Children and adolescents rarely relish change - your attitude about the move and your willingness to let your children share in the experience will influence their feelings about the transition. Try the following to make the move as anxiety-free as possible for everyone:

- Talk to your children about the move, and encourage them to express their feelings. Acknowledge their feelings about losing a friend and encourage your children to exchange addresses and phone numbers with their friends. A few long distance calls won't break the bank and will help your children make the transition easier. If your children are having trouble with the move, give them extra attention and don't become impatient. Let them call their old friends, and, if possible, arrange for them to visit.
- Sending preschoolers to a sitter or relative during the move may make it easier for you, but it could produce anxiety for the children. Try to involve children in packing and make sure that some of their belongings are with them on the trip.
- When leaving your previous home, empty the children's room last, and restructure their rooms first when you've arrived at your new home. This helps them adjust psychologically.

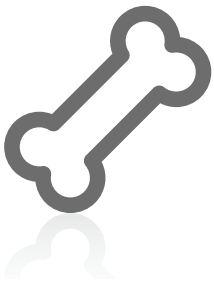
- Encourage your children to look up facts on your new location, or let them help you plot the most convenient route on a map. If you're moving only a short distance, let them examine the new house and neighborhood before you move.
- Don't think you have to postpone your move until summer vacation. Some experts believe that summer is the worst time to move children because they have to wait until school starts again to get involved socially. However, if your children aren't doing well in school, it may be advisable to let them finish out the school year in familiar surroundings.

MOVING WITH PETS

Moving to a new home can be stressful on your pets, but there are many things you can do to make the process as painless as possible. Experts at The Pet Realty Network offer the following helpful tips for easing the transition and keeping pets safe during the move:

- **Update your pet's tag.** Make sure your pet is wearing a sturdy collar with an identification tag that is labeled with your current contact information. The tag should include your destination location, telephone number, and cell phone number so that you can be reached immediately during the move.
- **Ask for veterinary records.** If you're moving far enough away that you'll need a new vet, you should ask for a current copy of your pet's vaccinations. You also can ask for your pet's medical history to give to your new vet, although that can normally be faxed directly to the new medical-care provider upon request. Depending on your destination, your pet may need additional vaccinations, medications, and health certificates. Have your current vet's phone number handy in case of an emergency, or in case your new vet would like more information about your pet.

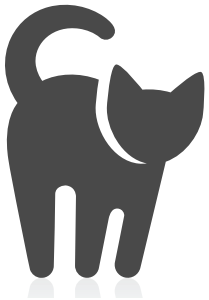
- **Keep medications and food on hand**. Keep at least one week's worth of food and medication with you in case of an emergency. Vets can't write a prescription without a prior doctor/patient relationship, which can cause delays if you need medication right away. You may want to ask for an extra prescription refill before you move. The same preparation should be taken with special therapeutic foods — purchase an extra supply in case you can't find the food right away in your new area.
- **Seclude your pet from chaos.** Pets can feel vulnerable on moving day. Keep them in a safe, quiet, well-ventilated place, such as the bathroom, on moving day with a "Do Not Disturb! Pets Inside!" sign posted on the door. There are many light, collapsible travel crates on the market if you choose to buy one. However, make sure your pet is familiar with the new crate before moving day by gradually introducing him or her to the crate before your trip. Be sure the crate is well-ventilated and sturdy enough for stress- chewers; otherwise, a nervous pet could escape.



- **Prepare a first aid kit.** First aid is not a substitute for emergency veterinary care, but being prepared and knowing basic first aid could save your pet's life. A few recommended supplies: Your veterinarian's phone number, gauze to wrap wounds or to muzzle your pet, adhesive tape for bandages, non-stick bandages, towels, and hydrogen peroxide (3 percent). You can use a door, board, blanket or floor mat as an emergency stretcher and a soft cloth, rope, necktie, leash, or nylon stocking for an emergency muzzle.
- **Play it safe in the car.** It's best to travel with your dog in a crate; second-best is to use a restraining harness. When it comes to cats, it's always best for their safety and yours to use a well-ventilated carrier in the car. Secure the crate or carrier with a seat belt and provide your pet with familiar toys. Never keep your pet in the open bed of a truck or the storage area of a moving van. In any season, a pet left alone in a parked vehicle is vulnerable to injury and theft. If you'll be using overnight lodging, plan ahead by searching for pet-friendly hotels. Have plenty of kitty litter and plastic bags on hand, and keep your pet on its regular diet and eating schedule.
- **Get ready for takeoff.** When traveling by air, check with the airline about any pet requirements or restrictions to be sure you've prepared your pet for a safe trip. Some airlines will allow pets in the cabin, depending on the animal's size, but you'll need to purchase a special airline crate that fits under the seat in front of you. Give yourself plenty of time to work out any arrangements necessary including consulting with your veterinarian and the U.S. Department of Agriculture. If traveling is stressful for your pet, consult your veterinarian about ways that might lessen the stress of travel.
- **Find a new veterinary clinic and emergency hospital.** Before you move, ask your vet to recommend a doctor in your new locale. Talk to other pet owners when visiting the new

community, and call the state veterinary medical association (VMA) for veterinarians in your location. When choosing a new veterinary hospital, ask for an impromptu tour; kennels should be kept clean at all times, not just when a client's expected. You may also want to schedule an appointment to meet the vets. Now ask yourself: Are the receptionists, doctors, technicians, and assistants friendly, professional and knowledgeable? Are the office hours and location convenient? Does the clinic offer emergency or specialty services or boarding? If the hospital doesn't meet your criteria, keep looking until you're assured that your pet will receive the best possible care.

- **Prep your new home for pets.** Pets may be frightened and confused in new surroundings. Upon your arrival at your new home, immediately set out all the familiar and necessary things your pet will need: food, water, medications, bed, litter box, toys, etc. Pack these items in a handy spot so they can be unpacked right away. Keep all external windows and doors closed when your pet is unsupervised, and be cautious of narrow gaps behind or between appliances where nervous pets may try to hide. If your old home is nearby, your pet may try to find a way back there. To be safe, give the new home owners or your former neighbors your phone number and a photo of your pet, and ask them to contact you if your pet is found nearby.



- **Learn more about your new area.** Once you find a new veterinarian, ask if there are any local health concerns such as heartworm or Lyme disease, or any vaccinations or medications your pet may require. Also, be aware of any unique laws. For example, there are restrictive breed laws in some cities. Homeowner associations also may have restrictions — perhaps requiring that all dogs are kept on leashes. If you will be moving to a new country, carry an updated rabies vaccination and health certificate. It is very important to contact the Agriculture Department or embassy of the country or state to which you're traveling to obtain specific information on special documents, quarantine, or costs to bring the animal into the country.

CHECKLIST FOR SUCCESS

Six Weeks Before

□ Hire a mover. Ask friends for recommendations for movers. Get quotes from at least three licensed companies.
Be sure to ask the following questions:
- *Are on-site estimates offered?*
- *How is pricing determined?*
- *Will the movers pack items? (If so,at what additional cost?)*
- *Is the quote binding or non binding?*
- *What insurance is included?*
- *What additional charges may arise?*

□ Request a copy of the signed contract.
□ Contact your insurance company for additional coverage (optional).
□ Finalize real estate or rental needs.
□ If moving out of town, make travel arrangements.
□ Notify your children's schools of the move and contact new schools for enrollment information.
□ Obtain copies of school records, or have them sent to new schools.
□ Obtain copies of medical records for each family member.
□ Ask doctors to recommend doctors in your new community.
□ Create a binder to hold all move-related paperwork (checklists, contracts, receipts).
□ If necessary, arrange for storage in your new community.

Five Weeks Before

□ Sort through the contents of closets, drawers, and cupboards to weed out what you don't want or need. Hold a yard sale, or donate unwanted items to charity.
□ Inventory everything of value you plan to move and determine replacement values for insurance purposes.
□ Have valuable items appraised. Photograph or videotape them. Upload images onto the computer, and save them to a CD.

Four Weeks Before

If packing your house yourself, gather packing supplies, including:
□ Boxes (various sizes; wardrobe boxes)
□ Box cutters
□ Tape(packing, masking, blue painters')
□ Tape dispensers
□ Wrapping material(bubble, plastic,tissue paper)
□ Labels

□ Colored stickers
Other:
□ _____
□ _____
□ _____

Three Weeks Before

□ Pack contents of garage, attic, and storage areas, as well as other infrequently used items (books, holiday decorations).
□ Assign a color to each room. Mark boxes and furniture with appropriate stickers.
□ Label and number each box. Keep a master inventory list with contents of each box.
□ Have utilities and phone/Internet services disconnected in the old home the day after you leave and installed in the new home the day before you arrive. Contact the chamber of commerce in your new town for information on utility services.
□ Call a locksmith to have your new home's locks changed on moving day or before.
□ Arrange to have a cleaning company prepare the new home before you arrive and tidy the old home after you leave if desired.

Two Weeks Before

□ Pack the bulk of your items.
□ Complete a change-of-address form online (usps.com) or at the post office and send notices to magazine subscriptions, creditors, friends and relatives, alumni organizations, credit cards, banks, and any other necessary companies and organizations.
□ Notify magazines, banks, and credit card companies of your new address.

One Week Before

□ Confirm travel arrangements, if needed.
□ Arrange payment or deposit for movers. Get cash to have on hand to tip movers.
□ Write directions to your new home for the moving company, confirm delivery date, and give the company your itinerary and cell phone number.
□ Cancel newspaper subscriptions.
□ Notify your employers-- new and old-- of your new contact information.
□ Clean rugs and have them packed for moving.
□ Obtain health certificates from your vet for pets traveling by air.
□ Finish packing. Set aside enough clothing for the week ahead, plus a suitcase or two for those items.
□ Put small valuables and important documents in a box or bag. Ask a friend to hold on to it until you're settled, or lock it in the trunk of your car on moving day.

Create a last-out, first-in box with day-to-day necessities, including any of the following:

□ Bedding
□ Towels
□ Toiletries
□ Toilet paper
□ Basic tools
□ Cleaning supplies
□ Medications
□ Camera (to document items broken in transit)
□ Snacks
□ A few dishes and utensils
□ _____
□ _____

Moving Day

□ Do a walk-through before movers arrive to make sure everything is packed.
□ Accompany the mover as he or she inventories your possessions and makes condition reports.
□ Sign the bill of lading (ensure that the address and phone number are correct) and inventory, and keep your copies in a safe place.
□ Lock windows, turn off lights, close doors, and take a final tour after the movers have finished to make certain nothing is left behind.
□ Give keys to the real estate agent or landlord.
□ Arrange for someone to direct the movers at your new home.
□ Check items off the inventory list as they are unloaded.
□ Inspect for damages. Photograph relevant items before signing the release (some times referred to as a bill of lading).
□ Test faucets, toilets, utilities, phones, smoke detectors, and security systems.
□ Turn on water heater if necessary.
□ Begin to unpack.
□ Flatten boxes. Set them out for recycling, or store for future use.

Welcome to Your New Home!

We hope this Moving Guide will serve as a solid foundation before you begin the big move to your future home. If you have any questions about getting your home inspected or if you'd like to talk to an expert feel free to contact The Home Inspectors today!

Book an inspection with trusted licensed inspectors today!

TALK WITH A LICENSED HOME INSPECTOR

24/7 ONLINE SCHEDULING!

DFW 972.235.0800
AUSTIN 512.993.5100
info@TheHomeInspectorsTX.com

© 2017 The Home Inspectors
DFW 972.235.0800 | AUSTIN 512.993.5100
info@TheHomeInspectorsTX.com