



## Planning for Your Move

The following planner has been designed to help you plan ahead to help make your move as smooth and stress-free as possible.

### ONE MONTH PRIOR TO MOVE DATE

- Book a moving company
  - This is the latest you'll want to wait to reserve the services of a moving and storage company to ensure that sufficient trucks and workers are available.
  - For a summer move, you should allow two to three months if at all possible
- Order moving supplies in advance so that you can begin a methodical packing
- Sort, discard or donate unwanted items. Don't pay to move items unnecessarily
  - Many charitable organizations will pick up household items from your home
- Confirm elevator, loading dock, and parking arrangements for moving day at both the origin and destination locations
- Begin packing rarely used items (e.g., china, books)
  - Be sure to clearly label the boxes with your name, contents, and the destination of the contents (for example, "DR" for Dining Room)
- Begin to use supplies of canned foods, frozen foods and other household items
  - Buy only what will be used before the move

### TWO WEEKS PRIOR TO MOVE DATE

- Notify utility companies and other service providers per their requirements.
  - Water will be transferred at closing. For all other utilities, call to have the services either initiated or cancelled starting the day you take/give possession
- Begin the process of disassembling bulky items such as pool tables, swing sets, etc.
- Make arrangements for babysitters and pet sitters for moving day
- Arrange for time off from work in order to be present on moving day

### ONE WEEK PRIOR TO MOVE DAY

- Confirm the moving date and time with your moving company
- Remove fragile and loose items from drawers and pack them carefully in small boxes
- Notify subscription newspapers, magazines, and periodicals of new address information
- Collect all items that are being cleaned, stored or repaired
- Return library books, anything borrowed from friends and collect your loaned out items

### ONE DAY PRIOR TO MOVE DAY

- Separate and label the items that you do not want the crew to transport
- Set aside keys, passports, travel documents, jewelry, cash, credit cards checkbooks & prescription medication that should be moved personally
- Consolidate clearly marked boxes of fragile items in one area of your home
- Identify furniture that is fragile or weakened and make a note to inform moving crew
- Defrost, drain, wash, and dry refrigerators and freezers
- Drain gas and oil from lawn mowers and any other equipment
- Disconnect propane tanks from gas grills, as the crew will be unable to transport it
- Clear and clean your walkways and driveway

### ON MOVING DAY

- Double-check closets, drawers, shelves, attic space, garage and sheds to be sure nothing is left behind
- Inform moving crew of fragile pieces of furniture, fragile boxes and personal boxes
- Place items you plan to take personally and label with a sign stating “DO NOT LOAD”
  - Carry important documents, currency, medications and jewelry yourself

### AFTER ARRIVING AT YOUR NEW HOME

- Notify friends and family of your new address
- Confirm that telephones and utilities are in working order at destination location
- Renew/revise your driver's license and vehicle registration
- Revise your will and other legal documents with new address and contact information
- Order new checks from your bank
- Change your address for all of the following;
  - Employers/paychecks
  - Bank statements/accounts
  - Investments/Retirement
  - Personal accounts
  - Car payments
  - Credit cards
  - Insurance
  - Children's schools

*Lifestyle*  
**DENVER**

- Phone
- Cable/Internet
- Gym membership
- Magazines
- Newspapers
- Charity Organizations

\*Source: Amazing Moves and Johnson Storage & Moving