

MOVING CHECKLIST

SCANIO
MOVING & STORAGE

Scanio knows how easy it could be to forget a vital detail regarding your move, so we've done the thinking for you. Our handy household moving checklist is sure to help you get where you're going.

Weeks 12-9

- If you are being relocated by your company, verify what your company relocation policy covers and what you will be responsible for.
- Establish tentative dates for your move.
- Put your home on the market, or notify your landlord or your intent to vacate.
- Begin your mover selection process.
- Make a house-hunting trip to your new town or city.
- Contact a real estate agent or get an apartment guide if you're planning to rent.

Weeks 8-7

- Select Scanio Moving to handle your relocation.
- Make a list of everyone you'll need to notify of your move.
- Obtain your post office's change of address kit.
- Sort items you don't intend to take to your new location. Plan a date for a garage sale.
- Contact the IRS or your accountant regarding forms and information about tax-deductible moving expenses.

Week 6

- Select your new home and arrange financing. Establish a tentative closing date.
- Check school schedules and any enrollment requirements.
- Determine any new drivers' license requirements and transfer of license plates or registration.
- Contact an insurance agent regarding coverage on your new home, its contents, and your automobile insurance.
- Select a bank, establish accounts, and obtain a safe deposit box.
- Sketch out a floor plan of your new home and get room measurements. Determine how your present furniture, appliances and decor will fit, and make a list of the things you will need to buy.
- In the event that you have not found a new home, secure a Post Office box for mail forwarding.
- Get utility information and phone numbers. Determine any requirements to commence service (such as deposits or prepayments).

Week 5

- Notify schools of your move date. Arrange for records to be transferred to new school system.
- Schedule pick up and delivery dates with your mover. If you need storage, make arrangements with your moving company now.
- Continue sorting belongings, dividing them into what will go in the van, what will go with you, and what you are giving away or disposing of.
- If you have high value items (like antiques) that you expect to be shipping, obtain an appraisal and get receipts.
- Make travel arrangements. If you will be flying, remember that most airfares are cheapest if booked at least 30 days in advance.

Week 4

- Hold your garage sale, or donate items to charity.
- Verify your time schedules with your real estate agents and/or landlord.
- Reconfirm dates for packing, pick up and delivery with your mover.
- Send change of address cards to the Post Office, relatives, friends and magazine subscriptions.

Week 3

- Gather all your personal records from doctors, dentists, lawyers, accountants, church, school, etc.
- Notify the utilities at your current address of your disconnect dates and your forwarding address, and contact those in your new town to begin service.
- Notify your credit card companies of the change of address.
- Apply for new bank cards and local store charge accounts if necessary.

Week 2

- Take care of financial arrangements like transferring bank accounts, contents of safe deposit box, notify your broker or investment counselor and settle any outstanding bills.
- If you have a pet, take it to the vet to be immunized prepared for the journey. Arrange for transportation of your pet, and obtain copies of your pet's records or licenses.
- If you are moving into or out of a high rise building, contact the property manager and reserve the elevator for moving day.
- Drain oil and gas from all your power equipment.
- Cancel deliveries and services like newspapers and trash collection effective by your moving date.
- Consider a sitter for kids and pets on moving day.

Moving Week

- Defrost the freezer; give or throw away perishables you won't eat in the next few days.
- Give any plants you can't take with you to a loving home.
- If you are driving a long distance, have your car serviced.
- Pack your luggage and anything you are taking with you.
- Use only those household items you absolutely must, like towels, sheets, pans, a coffee pot and a few tools; anything else should be ready to go.
- Have Scanio pack everything that you are not taking yourself.
- Obtain travelers check for trip expenses and cashiers or certified check for payment to mover.

No-Hassle Moving.