

# Moving Timeline and Checklist



## Eight weeks before moving

- Budget for moving expenses and set up a free estimate through RMS
- Check RMS' availability for a moving date and confirm within 24 hours in order to guarantee your date
- During the home estimate, show your moving consultant everything that will be moved. Any items forgotten or added later will increase the cost because it is based on weight of total items; price will increase even if you have been given a binding estimate
- Read the information packet given to you by your moving consultant and make sure you have a clear understanding of each section. If you have any questions feel free to call RMS at 201-529-2211
- Visit the RMS website for additional moving tips and other useful information

## Seven weeks before moving

- If you are moving a significant distance, we recommend that you gather your dental and medical records, and ask your current providers for references and information about new providers in the area you are moving to
- Arrange to have your children's school and/or daycare records transferred to your new school district
- Obtain copies of any legal or financial records you may need
- If you are moving to a new state, check for any changes in your policies with your insurance agent and arrange the insurance for your new home
- If you have pets, arrange to have their veterinary records transferred
- Look at the floor plan of your new home to think about the function each room will serve

## Six weeks before moving

- Take an inventory of the items in each room and decide what to keep
- Start planning a yard sale, contact local charities for donations, or properly dispose of any items you no longer need (obtain necessary receipts for possible tax deductions)
- Visit RMS website for donation references
- Begin using up items that cannot be moved or disposed of such as frozen food, bleach, and aerosol cleaners
- Figure out what you want to do with your houseplants
- Make a check list of everyone who should be notified of your move

✓ An example is provided in the following checklist:

### *Utilities*

- Gas
- Water
- Phone
- Cable/ Internet
- Garbage Removal
- Sewer/Septic
- Fuel (Oil & Propane)

### *Professional Services*

- Doctors
- Dentist
- Lawyer
- Insurance Agent
- Stock Broker
- Accountant/ Financier

### *Subscriptions/ Publications*

- Newspaper
- Magazines
- Newsletters
- Professional Journals

### *Personal Accounts*

- Pharmacist
- Dry Cleaner
- Lawn/Tree Service
- Bank(s)
- Credit Card
- Laundering Service

### *Government Offices*

- Department of Motor Vehicles
- Post Office
- Social Security Administration
- City/County Tax Assessor
- Veterans Administration
- State/Federal Tax Bureaus

## Five weeks before moving

- Start collecting/buying boxes and packing supplies. You can call RMS for a Smart Start Box kit or any other additional packaging

## Four weeks before moving

- Make sure your moving date has been reserved by calling RMS at 201-529-2211 and faxing a deposit
- Register your change of address with the post office. If you are unsure what your new address will be, ask that your mail be held at the post office in your new town or city
- Arrange to have utility services at your home disconnected the day after you move; connect services at your new home the day before you move in
- Host a yard sale and/or donate/dispose of items you don't sell
- Contact newspaper services, set up a date to cancel your subscription

## Three weeks before moving

- Check for overdue library books and other rented items. Return and pick up dry cleaning and any items that are out for repair. Also recover any items on loan and return any items borrowed from neighbors
- Safely dispose of any flammables, corrosives, and poisons
- If you are moving into or out of an apartment, try to reserve use of the elevator on your move day if possible

## Two weeks before moving

- Call RMS if you add or subtract items from your planned move
- Confirm any extra stops between destination and origin location, such as storage
- Remove any items in safety deposit boxes
- Notify any creditors of your move
- Plan meals for the last week before your move to empty your refrigerator, and avoid the need for appliances that will already be packed
- Make a folder of important information about the house for the new owners, including the warranties for installed appliances
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners
- Acquire a written appraisal of antiques to verify value. Try not to wax or oil wooden antiques (and fine wood furniture) before moving because certain products soften the wood, which makes it vulnerable to imprinting from furniture pads
- Do not clean your upholstered furniture before moving. Moisture can cause mold if furniture must be placed in storage

## One week before moving

- Finish packing and prepare a box of essential items you will take with you, such as daily medication and toiletries. Label boxes of items you will need as soon as you move in as “last load.”
- Pack suitcases and valuables separately
- Drain water hoses and empty gas and oil from lawn mowers, grills, kerosene heaters, and other outdoor appliances
- Empty, defrost, and clean refrigerator at least one day before moving
- Pack and secure any appliances
- Fill any prescriptions or medications you will need
- Make childcare arrangements for moving day if necessary
- Have everything packed in boxes if you are packing yourself
- Unplug electric appliances 24 hours before your move (i.e. home computers, stereos and any A/V equipment)
- Make sure you have enough cash to get through the move day

## Moving day

- Specify to the movers any extra-fragile items that need special attention
- Make sure to feed your movers!
- Stay on the property until all of your items are loaded—it is your responsibility to make sure everything is accounted for. After taking a final tour of the house, review and sign the inventory sheet
- Make sure the driver has the right destination address, and don't forget to give the driver your cell number.
- Leave your new address for the new residents so that they can forward stray mail
- Carry your valuables and important boxes/files with you. We recommend that the client keep all important papers/documents/check books, etc. in a "safe zone," and that they personally transport these materials themselves on moving day.
- Please email RMS or visit our website at [www.RidgewoodMoving.com](http://www.RidgewoodMoving.com) and take a few minutes to complete a customer satisfaction survey. We strive to provide you with the best service available and appreciate your honest and objective feedback. Thank you for your business, and we hope you will make your next move with us.