



## Planning the Move

The next few pages contain tips and checklists so that your move is as organized and effortless as possible. Think about your move as a series of small projects that you can begin while your home is under contract. Your move will progress as your contract and closing progress. That way, when the day comes to physically move your belongings, most of the details will be taken care of.

Keep detailed records of all moving expenses if your move is job related. Many expenses, including house-hunting trips, are tax deductible. If your move is 35 miles or more from your home, you can deduct your family's travel expenses, including meals and lodging; the cost of transporting furniture, other household goods and personal belongings; food and hotel bills for up to 30 days in the new city if you have to wait to move into your new home; and the costs associated with selling your old home or leasing your new home.

### NOTE

There is a ceiling on deductions which is outlined in detail in the IRS's Publication 521, "Tax Information on Moving Expenses," available free from the IRS offices.

## Moving Checklist

### Two months before moving

- Sort through your belongings to reduce the number of things to move.
  - Have a garage sale or donate items you no longer need.
  - Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare.
  - Gather packing supplies: boxes, packing material, tape, felt markers, and scissors.
  - If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.
  - Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.
  - Place your legal, medical, financial, and insurance records in a safe and accessible place.
  - Purchase insurance coverage for valuables to be moved.
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**One month before moving**

- Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
  - Make travel arrangements for your pets.
  - If you're driving, have your car tuned up.
  - Get medical records from your doctors, dentist, optometrist, and veterinarian.
  - Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
  - Back up important computer files to floppy disk.
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**Two weeks before moving**

- Contact your utility companies and notify them of your move.
  - Sign up for services at your new address.
  - Contact your long distance phone company and notify them of your move.
  - Call friends and family and recruit help for the moving day.
  - Confirm your travel reservations.
  - Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.
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**One week before moving**

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- Finish packing all boxes except what you'll need in the final week.
- Inform the post office of your upcoming move.
- Send change-of-address cards with your new address and phone number to:
  - Friends and family
  - Banks, insurance companies, credit card companies, and other financial institutions
  - Magazines and newspapers
  - Doctors, lawyers, accountants, agents, and other service providers
  - State and federal tax authorities and any other government agencies as needed
  - Workplace, schools, and alma maters



### One week before moving (cont)

Prepare your “Moving Survival Kit” and keep it separate. You want to have easy access to these items in the new home on the day of your move, and to get you by until you unpack all your stuff.

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| <input type="checkbox"/> Paper plates  | <input type="checkbox"/> Personal Toiletries & Medicines  |
| <input type="checkbox"/> Plastic cutlery   | <input type="checkbox"/> Clothes/shoes for several days   |
| <input type="checkbox"/> Cups  | <input type="checkbox"/> Valuables & jewelry  |
| <input type="checkbox"/> Napkins   | <input type="checkbox"/> Non-replaceable keepsakes and photo albums                                     |
| <input type="checkbox"/> Can opener  | <input type="checkbox"/> Items for pets   |
| <input type="checkbox"/> Snacks  | <input type="checkbox"/> Towels, shampoo, wash clothes  |
| <input type="checkbox"/> Paper towels  | <input type="checkbox"/> Shower curtain and bath rug  |
| <input type="checkbox"/> Cleaners – disinfectant sprays/wipes                                | <input type="checkbox"/> Small supply of plates, silverware, bowls, coffee mugs                         |
| <input type="checkbox"/> Rubber gloves   | <input type="checkbox"/> Coffee maker and supplies  |
| <input type="checkbox"/> Dish soap   | <input type="checkbox"/> Paper grocery bags make good temporary “trash cans”                            |
| <input type="checkbox"/> Dish sponge   | <input type="checkbox"/> Blankets, sheets, and pillows  |
| <input type="checkbox"/> Garbage bags  | <input type="checkbox"/> Laptop, iPad, portable DVD player and DVDs (you may not have Internet service) |
| <input type="checkbox"/> Soap bars for bathrooms   | <input type="checkbox"/> Office files/supplies needed until movers arrive                               |
| <input type="checkbox"/> Hand towels for baths and kitchen                                   |   |
| <input type="checkbox"/> Toilet paper  |   |
| <input type="checkbox"/> Scissors  |   |
| <input type="checkbox"/> Tape  |   |
| <input type="checkbox"/> Pen & paper   |   |
| <input type="checkbox"/> Box cutter  |   |
| <input type="checkbox"/> First aid kit   |   |
| <input type="checkbox"/> Toolkit with hammer, screw driver, tape measure, etc.               |   |
| <input type="checkbox"/> Furniture sliders to help move furniture around (when movers leave) |   |

If your furniture will take a while to arrive, consider obtaining:

- Air mattresses to sleep on
- Camping chairs to sit on
- Inflatable sofa
- Folding table and chairs to eat on
- Mini-fridge



### **The day before**

- Set aside moving materials, such as tape measure, pocketknife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- If you are driving, check oil, tire pressure, and gas in your car.
- If you are flying, make sure you have tickets, charge cards and other essentials.

### **Moving Day**

Carry with you:

- The keys to your new home.
- A map of your new town and directions to your home.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels and personal hygiene items for the first night in your new home.

### **Arrival Day**

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.
- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.



## Packing Checklist

- Gather boxes in all sizes from friends, neighbors, and stores.
- Collect cushioning material such as bubble wrap, Styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
- Create a “portable packing kit” with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your home where it should be placed.
- Number the boxes and keep a list of which boxes go in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack your TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don’t pack all your books into one box!)
- Don’t move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you’ll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.

## Helping children cope with the move

1. Show the children the new home and their new room prior to moving. If this is not possible, pictures or videos will help them visualize where they are going.
2. Assure children that you won’t forget their friends.
3. Make a scrapbook of the old home and neighborhood.
4. Throw a good-bye party. At the party, have their friends sign a t-shirt.
5. Have your children write good-bye letters and enclose their new address. You may wish to call the other children’s parents so that they will encourage return letters.
6. When packing, give your children their own boxes and let them decorate them.
7. Start a scrapbook for your new home.
8. Visit your children’s new school, park, church, etc... Take a camera.
9. Help your children invite new friends over to your new home.
10. Let your children choose a new favorite restaurant. This will help them feel in control of their new environment.
11. Encourage your children to send letters about their new home to their friends.
12. Involve your children in groups, sports, and activities like the ones they used to participate in.
13. Remember, even if you only lived in a home for a few years, to a young child it is nearly their entire lifetime.