

# Personal Moving Planner

## 60 Days

Obtain estimates from 3 Executive Moving Firms

Begin making an inventory of all the furniture that you will be relocating to your new home. If you are planning on insuring valuables, have them appraised.

Obtain 'change of address' forms from your local post office

Contact schools in your new town to determine which records are required for transfer

Obtain a floor plan of your new residence to begin planning furniture placement

Research health care professionals in your new town

Research veterinary professionals (if necessary) in your new town

Locate financial institutions and establish new accounts in your new town

Clean out your closets

Assemble and organize all valuable personal papers

If your move is job-related, the expenses associated may be eligible for a tax deductible. Begin to keep records of all move-related expenses and documents.

## 30 Days

Notify your friends and family of your new address

Secure your desired move dates with an Executive Relocation Firm. Communicate any storage needs that you may have.

Hold a garage sale or arrange to have items picked up for donation

Notify all credit card companies of new address

Make travel arrangements (hotels, planes, trains, etc.). Pay attention to arrival schedules since you will need to be at your new residence before your movers arrive.

Contact current schools regarding record transfer

Unless you have contracted with a full-service moving company—Start Packing

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## 20 Days

Transfer Medical, Dental and Prescription information to new health providers

Begin using up food and cleaning supplies

Notify State Motor Vehicle Bureau of your new address

Arrange to move your pets if they are not traveling with you

Ensure your vehicle is serviced if you are traveling by car to your new home

## 10 Days

Have your utilities turned on in your new home

Cancel newspaper delivery

Dispose of all items that cannot be transported (flammables, perishable foods, aerosol cans, etc.)

Defrost all refrigerators and freezers that are moving

Drain and dry all waterbeds that are moving

Drain gasoline from your lawnmower or other machinery

Return library books, videos and other borrowed or rented items

## 2 Days

Have your appliances disconnected

If you are packing yourself, all packing should be finished

Ensure that you have enough medication for 2 weeks

Pack enough clothing for 2 weeks

Backup all data stored on your computers

Prepare your 'first on, first off' box. Include items that you would like readily accessible such as toilet paper, trash bags, aspirin, flashlight, scissors, telephone and tool kit.