

**Planning is the key to a successful move so grab your pencil and let the countdown to moving day begin. Here are some things to consider:**

- 1. Organize and downsize.** Take an objective look at your furnishings and personal possessions. Try to start sorting things you will move and other things you will donate, trash, or sell. Schedule a garage or yard sale and arrange to drop off items you're giving to local charities (Goodwill, Salvation Army, Vietnam Veterans, churches, etc.).
- 2. Create a master file.** Start a permanent file for all of your moving-related information and expenses. It's easy to lose track of important paperwork while you are transitioning to a new home. And, depending upon the reason for the move, you may be eligible for a tax deduction, so be sure to keep pertinent documents in your master file for future reference.
- 3. New address notifications.** Alert the post office of your change of address. This can be done online at [usps.com](https://usps.com). Don't forget to also notify magazines, credit card companies, family, and friends of your upcoming move.
- 4. Out with the old, in with the new.** Transfer all prescriptions to a drug store near your new home. Pay all outstanding bills and be sure to indicate your new address on payment receipts. Empty your safe deposit box and arrange for a new safety deposit box at a bank near your new home or office.
- 5. Don't forget renters' insurance.** Contact your insurance company for your renters' insurance policy, or visit your resident website and order it online.
- 6. Stay connected!** Call your new telephone, cable, electric, and Internet providers to arrange connection of services on the day before your move. Be sure to also contact these providers at your old home to arrange disconnection of services on the day after your move.
- 7. Final spruce-up.** Make a list of repairs needed in your old home and arrange for the work to be completed before the move. Start cleaning out your refrigerator and freezer and put baking soda or charcoal inside to keep them smelling fresh. Minimize new food purchases; there will be less food for you to handle on moving day! Give your old home a thorough cleaning.
- 8. Get packing!** Start packing as soon as you can. Remember to label each box with a description of contents and desired room location to speed unpacking after the move. Keep boxes light. Pack linens and other things you will need immediately in boxes labeled "Open First, Load Last." Be sure to arrange for transporting pets, house plants and anything else the movers can't take. Lastly, do a final walk-through to ensure that everything has been packed.
- 9. Prepare for the move.** Give the movers directions to your new home plus contact information, including cell phone and emergency contact numbers. Don't forget to make your own travel arrangements for the move.