

CAREER AND LIFE PLANNING CHECKLIST



AIM

Best Practices to Relocate

Make your
move...keep your
sanity!

Best Practices to Relocate

Relocating comes with its own set of stressors. Plan your move with the same care and confidence you gave your job hunt. Use this checklist to get your documents in order and simplify the process.

Objectives:

By the end of this exercise the participant/candidate will be able to:

- Identify strategies, concepts and principles they can employ when preparing to relocate across town or across the country.



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How to Use This Tool:

You will use this tool to develop a project timeline much the same you did when preparing to job hunt and interview.

Instructions:

Review the checklist noting strategies, concepts, principles and steps that will apply to your situation. Then assign target dates to your tasks.

Related Resources:

TITLE	RESOURCE NO.
Best Practices Choosing a Home	CL-02
Best Practices to Selling Your Home	CL-03
Best Practices to Start a Practice	CL-05



Best Practices to Relocate

- Take Notes – Make a note of your shipment registration number and keep it with you in case you need to call your mover with questions about your shipment.
- Get the Bed Ready – Designate one drawer of a dresser for sheets and towels so that you won't have to rummage through boxes for these essentials the first night in your new home.
- Don't Forget about the Fridge – After you've thoroughly cleaned and dried the inside of your refrigerator, put a handful of fresh coffee, baking soda or charcoal in a sock of nylon stocking and place it inside to keep the interior smelling fresh.
- Keep the Phone Book – Take your current phone book with you. You may need to make calls to residents or businesses back in your former hometown.
- Pack Heavy-Pack Light – Pack heavy items in small boxes and lighter items in larger boxes.
- Give Out Your Number – Before the van/truck foreman leaves for your destination residence, give him a phone number where you can be reached. It is also a good idea to provide him with an alternate contact in case you can't be reached.
- Protect Your Memories – If it's irreplaceable, take it with you in the car (you don't want regrets later). But if you do decide to pack framed photos or art, place sheets or blankets between them for added protection.
- Know How to Pack Plates and Records – Plates and record albums should be packed on end vertically, rather than placed flat and stacked.
- Remember the Bare Necessities – Toilet paper, telephone, toiletries, snacks, coffee (and pot), soap, flashlight, screwdriver, pliers, can opener, paper plates, cups, utensils, a couple of pans, and paper towels are some of the essentials you may need upon arrival at your new home. Pack a box with these types of items and ask your van/truck foreman to load it first so that it will be uploaded first.
- Unscrew Bulbs – Remove bulbs before packing your lamps.
- Tag Your Items – For your garage sale, tag all items and be prepared to wheel and deal. Garage sale gurus love to haggle.
- Give the Kids an Exercise – Have children write their names and new address on the cartons from their rooms so they can become familiar with their new street and town.
- Help Your Pets Relax – Keep your pet calm and away from all the activity on moving day by arranging for a friend to watch at their house.
- Be Nice to Your Plants – When moving plants to your new residence via your car, try not to let foliage rest against windows, as the leaves will scorch.
- Take a Break from the Computer – Upon arrival at your new home, let your computer "acclimate" itself to room temperature before plugging it in.
- Enjoy the Help – Leave the rest to the professionals, sit back and relax, and look forward to the new opportunities, friends and experiences that are part of any move.



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Relocation Checklist – Break up into manageable timeframes

- Moving Day
- 1 Week Before you Move
- 2 Weeks Before you Move
- 3 Weeks Before you Move
- 4-8 Weeks Before you Move
- 8-12 Weeks Before you Move

Relocation Checklist	Notes
Moving Day	
<ul style="list-style-type: none">➤ Review all paperwork with your Driver➤ Be available to check off inventory of all items being moved➤ Once the moving van/truck is loaded, double check that nothing was left behind in closets, basement, attic, cabinets, drawers, and etc.➤ For safety's sake, arrange for your children to stay with a relative or neighbor so that they are not at home on moving day.➤ Be sure to give your cell phone number or other contact number to your driver.	
1 Week Before you Move	
<ul style="list-style-type: none">➤ Finalize your travel plans if you are leaving the area➤ Provide contact phone numbers to your Moving Company so your accessible during your move.➤ Confirm all dates (pack/load/deliver/unpack) with your Moving Company and ask any last minute questions.➤ Empty and clean your refrigerator and freezer, clean your stove, and etc.➤ Only use those household-items that you'll need, such as sheets, towels, a few pans and dishes. Make sure everything else is ready to be moved.	



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Relocation Checklist	Notes
<p>2 Weeks Before you Move</p> <ul style="list-style-type: none"> ➤ Clean your home and clear basement and attic. ➤ Plan to use all the food in your refrigerator and freezer. ➤ Cancel all current delivery services such as food delivery service, newspaper deliver, etc. ➤ Dispose of all flammables, cleaners, paints, aerosols, ammunition, etc. ➤ Transfer all current prescriptions to your new local pharmacy ➤ Clear out your safety deposit box. Transfer bank accounts ➤ Be sure that you have packed everything in advance. ➤ Drain the oil and gasoline from your lawn mower, and other power tools if they are to be moved. Make sure all your outdoor tools and belongings are clean to avoid getting dirt and grease on your indoor furnishings and fabrics. 	
<p>3 Weeks Before you Move</p> <ul style="list-style-type: none"> ➤ Decide if you will do your own packing, if you want your moving company to pack, or if you will only need help with the packing for specific items. ➤ If you are packing, get a start with non-essential items (book and CD collections, documents, some toys, extra Kitchen Items, etc.) ➤ Compile all personal records ➤ Change your address on credit cards and magazine subscriptions. ➤ If you have children, work out plans for their care on packing/loading day(s). Although you may want to let them see what's going on early in the day (they'll be interested, it's their move too), once work gets started, it would help you to have them out of the house for the day. If they aren't in school, consider asking a baby sitter or relative to plan something special for them. ➤ Arrange to have your utilities officially disconnected the day AFTER your loading date. ➤ At your residence, arrange to have the utilities services connected the day BEFORE your scheduled move-in day 	



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<p>4-8 Weeks Before you Move</p> <ul style="list-style-type: none"> ➤ Contact your Moving Company to schedule a convenient time for a free in home estimate. ➤ Make a list of everyone you need to notify of your move. ➤ Check with your school on transferring your children's school records. ➤ If you are moving to a new state, research that state's driver's license requirements (time to change to the new state's license, paperwork necessary, insurance requirements). ➤ Find out from the IRS or your accountant if moving expenses are tax deductible. ➤ Contact your insurance agent to discuss your insurance needs for your new home. ➤ Select a new bank in your new city. ➤ Begin to organize your medical and dental records. ➤ Obtain change of address cards from your local post office or online at www.usps.com. 	
<p>12 Weeks Before you Move</p> <ul style="list-style-type: none"> ➤ Decide the dates you want to move – what date you need your goods picked up at origin and what date you can accept possible delivery at destination. Discuss these options with your Moving Company. ➤ If this is employment relocation, find out the payment guidelines: is your company paying or will you be given a lump sum (limited budget) to pay for the move? ➤ Have a garage sale or donate goods you don't want to move. This will give you the most accurate estimate of moving expenses and streamline your shipment (another way to save on total cost). 	

