



# CHECKLIST AND TIMELINE FOR YOUR MOVE

## 8 WEEKS BEFORE YOU MOVE

- Obtain a Floor Plan of your new residence and decide what furniture will fit well. Begin to play with placement of furnishings. Be open minded. Consider using pieces in a new way.
- Begin an inventory of household goods that will be moving.
- Request estimates for moving services. Call to set an appointment for an estimate and consultation with **Door to Door Solutions. (804) 261-4124**
- Contact your insurance agent to ask about your homeowner's policy to determine whether your possessions are covered when moving.
- Establish a file for all moving papers, forms, contracts and receipts.

## 6 WEEKS BEFORE YOU MOVE

- Select a mover – **Door to Door Solutions!** Schedule the date and time for your move.
- Purge closets, kitchen, bath and other areas of outdated items that are not moving.
- Contact family to determine what items they would like and set a date for their removal.
- Create a list of items you can donate to local charities and arrange for a free pick up (note many charities are very specific on what items they can accept).
- Send furniture, drapes, rugs and carpets for cleaning and repair as needed.

## 4 WEEKS BEFORE YOU MOVE

- Complete and file change of address notification with the post office.
- Start packing the items you can pack yourself, and schedule the packers from **Door to Door Solutions** to complete packing 1-2 days before your move date.
- Use up as many items as you can in your kitchen and bath. Stop Shopping!
- Gather valuable personal papers needed during the move for easy access and retrieval.
- Ask **Door to Door Solutions** for the Change of Address checklist to use.
- Notify family, friends and creditors of new address.
- Transfer homeowner's policy to cover new residence.

## 3 WEEKS BEFORE YOU MOVE

- Arrange to have utilities (gas, electric, phone, cable, water, trash) disconnected in your present home, and connected and ready at your new home.
- Connect services the day before your move. Disconnect the day after your move.
- Ready car registration and insurance records for transfer.
- Notify Department of Motor Vehicles and Voter Registration of your new address.
- If necessary, reserve elevator for move in and move out dates.



## 2 WEEKS BEFORE YOU MOVE

- Arrange to move pets.
- Check with mover **Door to Door Solutions** about moving house plants, food items, lamps, propane tanks, medical equipment and pictures. Requirements to move these items vary among moving companies. Properly dispose of all items too dangerous or flammable to move.
- Review packing and moving needs and inform Door to Door Solutions of any changes.
- Be realistic as to whether you need help or not, and get it before it is too late!!!

## 1 WEEK BEFORE YOU MOVE

- Visit your bank to update address or transfer savings and checking accounts.
- Cancel or transfer newspaper delivery and any other local subscriptions mailed to your current address.
- Have prescriptions forwarded to your new pharmacy if necessary. Have enough medication to last at least two weeks.
- Update your doctors with your new address.

## 2 DAYS BEFORE YOU MOVE

- Have **Door to Door Solutions** pack your belongings so they are ready to load on moving day.
- Pack the items you will be transporting yourself – toiletries, medications, "survival kit."
- Defrost, clean and dry refrigerators and freezers if they are moving.
- Set aside valuable items to carry with you including jewelry, documents, money and valuable small items.
- Charge your cell phone! Have the items on hand that you will need access to and want to carry yourself. This includes your cell phone charger.
- Get your rest and drink plenty of water. This will help you to manage the stress.

## MOVING DAY

- Be on hand to answer any questions.
- Explain how items are labeled to your mover and give clear directions to movers. If you will not be at your new home to direct movers and helpers where things will be placed, but sure to draw out a plan.
- Complete information on moving paperwork and read any document before you sign.
- Make sure you have copies of everything you sign.
- Before the movers leave, take a final walk through your home to make certain nothing has been left behind, or damaged. Consider looking in the back of the truck as well.
- Supervise unpacking and be prepared to tell helpers where you want items placed.
- Check carefully for any damaged or missing items and note on paperwork.
- Note on the inventory any damaged boxes or obvious damage to unboxed items before you sign anything.
- We will have your bed made up so it is ready for you when the move is complete. You'll need it!

## DOOR TO DOOR SOLUTIONS SERVICES:

- Moving Services by our **OWN** employees and trucks
- Packing Services of full home, or just specific areas
- Unpacking and Home Set Up Services
- Downsizing, Staging and De Cluttering
- Moves within continuing care communities from room to room
- Organizational help in old home or new home
- Sorting of possessions and facilitation of the Rightsizing process
- Floor Plan Design and Furniture Placement
- Members of National Association of Senior Move Managers
- Accredited Member of Better Business Bureau
- Storage Services, short or long term for one item or many
- Shredding Services

