

# Anchor Moving Systems

## Move Checklist

### Four to Eight Weeks Before the Move

**Inventory Sheets** - Take inventory of everything which is to be moved

**Research Moving Options** - You'll need to decide if this move is a do it yourself move or if you will be needing a moving company

**Request Moving Quotes** - Solicit moving quotes from as many moving companys and movers as possible.

**Discard Unnecessary Items** - Have a yard sale of donate unnecessary items to charity.

**Packing Materials** - Gather moving boxes and packing materials for your move

**Contact Insurance Companies** - You will need to cancel/transfer your insurance policy.

**Seek Employer Benefits** - If your move is work related, your employer may provide funding for your moving expenses.

**Calendar** - It allows you to visualize every aspect of your move

**Big Notebook** - Use this to track down everything from phone numbers to thoughts, plans, notes, etc.

**Service Appliances** - Ask the movers what will need servicing before and after the move.

**Give Notice** - If you are a renter, be sure to give your landlord a 30 day (or required interval) notice.

**Start Packing** - Begin packing all things destined for your new location.

**Make Records** - Photocopy important documents you're not carrying with you.

**Help Kids Plan** - Children enjoy keeping their own moving notebooks.

**Contact Schools** - Give notice and arrange for record transfers. Contact new schools to arrange admissions, transfer medical records, etc.

**Plan the Trip** - Gather maps and directions. If necessary, book hotels.

**Obtain your Medical Records** - Contact your doctors, physicians, dentists and other medical specialists who are currently retaining your family's records.

**Borrowed and Rented Items** - Return items which you borrowed or rented.

**Transfer Prescriptions** - Find a pharmacy near your new home and arrange to have prescriptions transferred.

**Get Acquainted** - Check with the chamber of commerce in your new town. Many will mail you a new resident packet with helpful information.

**Call the DMV** - If you're moving to a new state, contact the state's dept of motor vehicles to learn how soon you must obtain a new driver's license and register your vehicles.

**Notify Creditors, Cancel Services** - Change your address on all of your credit cards and cancel any services such as lawn care you may use.

**Check Tax Deductions** - Ask your accountant if any aspect of your move is deductible, designate a folder or envelope.

**Small Engines** - Service small engines for your move by extracting gas and oil from the machines

**Protect Jewelry and Valuables** - Transfer jewelry and valuables to a security deposit box so they cannot be lost or stolen during your move.

**Service Automobiles** - If automobiles are to be driven long distances, you'll want to have them serviced to ensure a trouble free drive.

**Arrange for Storage** - If you'll need to keep things in storage, now's the time to make those arrangements.

**Write Down Serial Numbers** - In your notebook record numbers for electronics

### **Two to Three Weeks Before the Move**

**Your Change of Address** - Go to the Postal Service and change your address.

Remember Tax Forms - give your new address to the human relations dept at your job so you'll get your W-2 forms in time.

Line up Child Care - ask a trusted friend or babysitter to take of your children on moving day

**Prepare Pets** - If you're flying learn what papers, shots and preparation pet will need. Take pet for vet checkups and collect immunization and health records in move notebook.

**Contact Utility Companies** - Set utility turn off date, seek refunds and deposits and notify them of your new address.

**Eat from the Pantry** - consume perishable foods before the move

### **One Week Before the Move**

**Bank Accounts** - Transfer or close bank and financial accounts and deposit box Get travelerschecks for the trip factoring in tolls, gas, hotels, and meals.

**Cancel Services** - Notify any remaining service providers of your move.

**Travel Items** - Set aside all items you'll need while traveling and those you will need until your new home is established.

**Scan your Furniture** - Inventory your furniture for scratches and dents before you move so you can compare notes after the move.

**Stay in Touch** - Email move dates, new address and contact information to friends and family.

**Final Chores** - In the last few days pack up the kitchen. Clean the refrigerator cupboards, stove and kitchen. Finish any remaining packing. Disassemble furniture and electronic components and pack them in containers.

**What Not to Take** - Send any valuables by registered mail to your new address dispose of gas cans, propane tanks, and houseplants.

### **Day Before the Move Checklist**

**Call the Truck Rental Company** - Confirm your pick up time.

**Drop off the Kids** - Bring children to friends or family.

**Drop Breadcrumbs** - Give your itinerary and planned stops to friend/family.

**Go to Bed Early** - Get lots of sleep.

**Pack the Car** - If you are driving and have a secure space to leave a packed car out overnight, put as much as you can into it now so you can get it organized.

### **Moving Day Checklist**

**Plan your Itinerary** - Make plans to spend the entire day at the house or at least until the movers are on their way. Someone will need to make decisions.

**Review the House** - Once empty check the entire house to ensure no items are left and no home issues exist.

**Sign the Bill of Lading** - Once satisfied with the mover's packing of your items in the truck sign the bill of lading.

**Double Check with your Mover** - Ensure your mover has the proper new address and all of your most recent contact information.

**Vacate your Home** - Make sure all the utilities are off, doors and windows are locked and notify your real estate agent you've left the property.

**Pay the Movers** - If your mover requires money up front, have the check in hand.

**Carry your Valuables** - Hang on to your lock box, you moving calendar and notes.

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