



## Moving Planner

### **45-60 Days Before Your Move**

Once you've secured your new apartment, be sure to get your new address, move in date and money owed on moving day from your new community.

Organize your belongings and decide what you will take to your new home. If you have items that you wish to dispose of, you can donate to charity, contact family or friends or have a garage sale.

Purchase moving boxes and supplies if you plan to do your own packing. Boxes and supplies can be purchased at wholesale prices with free, next day delivery on our site.

If you plan to use a moving company to help you in your move, you can get free quotes on our site for the most competitive rates from companies that serve your area.

If you plan to move yourself, you can arrange for your truck rental on our site. Local and one way moves are available and start at only \$19.99.

Contact your insurance agent to arrange for a new renter's insurance policy and transfer your auto policy to your new neighborhood. If you do not already have renter's insurance, free quotes can be obtained on our site with rates as low as \$8 per month.

Organize important documents and material items and place them in a safe and accessible location. These include birth & marriage certificates, social security cards, stock certificates, medical and dental records, wills and jewelry.

Get familiar with your new community. If you have children, determine their school assignment and arrange for their registration.

Keep all receipts for moving expenses in a designated folder. Many are tax deductible.

### **30 Days Before Your Move**

Submit an official Change of Address to the USPS. This can be done on our website. Also be sure to give your new address to friends and family, creditors, banking institutions, utility companies, health providers and your current landlord and utility companies for final statements from your current residence.

Confirm your move in date and money due with your new apartment community. Ask about getting a parking space reserved for your move in truck on moving day.

Make transportation arrangements for your pets. Be sure to take them for a final check up at their current veterinarian if you are moving out of state.

Return any borrowed items such as library books, movie rentals or items from friends or neighbors. Also collect any items being repaired or cleaned (dry cleaning, shoes, etc.).

## **15 Days Before Your Move**

Make final packing decisions. Dispose of items that are hazardous and can't be shipped.

Tape and seal all cleaning fluids in plastic bags.

Transfer all prescriptions to a drugstore in your new city.

Back up all computer files. Place them with your valuables and important documents to travel with you.

Inform current utility companies of your move and arrange for services to be disconnected.

Connect new utilities. You can find your new service providers on our website and connect them all at one time.

Have your car serviced if you plan to travel by automobile.

Make arrangements to sign your lease with your new apartment community.

## **7 Days Before Your Move**

Separate and mark items you'll be taking yourself so the movers do not take them. Be sure breakables are marked "Fragile."

Empty, defrost & clean your appliances to give them enough time to air out.

Prepare items you'll need while your boxes are in transit. Pack suitcases & confirm travel arrangements.

Pack a box of items you'll need as soon as you arrive at your new home. This may include cleaning supplies, disposable utensils, plates, napkins and cups, snacks, toiletries and bathroom items, paper towels and trash bags.

## **Moving Day**

Pick up your moving truck or arrange to meet the movers. Direct movers and helpers through the loading process.

Make a final tour of your home to be sure nothing is overlooked.

Clean the premises to make them suitable for the new resident.

Lock all windows and doors and turn off all switches.

Turn in all keys and access materials to old leasing office.

Visit your new apartment community's leasing office to pay rent and fees and pick up keys. Retrieve necessary paperwork and inquire about where to put used moving boxes and trash.

Prior to unloading your belongings, conduct an inspection of the apartment and place any concerns in writing to management.

Have cash on hand to tip moving helpers if desired.

## **After Move In**

Locate the local DMV and arrange to change over your driver's license and license plates.

Visit our site for recommendations on local businesses and services.

Turn in your move in inspection form to your community's leasing office.

# Moving Checklist

Items in orange can be done on our site...[www.mymovingconnection.com](http://www.mymovingconnection.com)

## 60 Days

- Get new apartment address, moving date and monies owed from new apartment community. My new address: \_\_\_\_\_
- Purchase moving boxes and supplies. Get wholesale prices & fast, free delivery on our site.
- Get moving quotes or arrange for truck rental, both can be done on our site.
- Contact your insurance agent for a new renter's policy. Free quotes available on our site.
- Organize important documents and materials.
- Register children for school.
- Making "moving folder" for all moving related paperwork and receipts.

## 30 Days

- Submit USPS Change of Address. Can be completed on our site. Inform other parties of new address.
- Make transportation arrangements for pets.
- Return borrowed materials and pick up dry cleaning or other personal items being repaired.
- Confirm move in details with new apartment community.

## 15 Days

- Connect new utilities. Find your service providers and compare rates on our site.
- Disconnect old utilities.
- Make arrangements to sign your new lease.
- Prepare household items for the move.

## 7 Days

- Pack box of supplies needed on moving day.
- Begin to prepare your current apartment for move out.
- Properly mark belongings and determine how they will travel.

## Moving Day

- Pick up truck or meet movers. Guide helpers through loading process.
- Clean old apartment, lock up and turn in keys to old leasing office.
- Pick up keys and pay applicable fees/deposits to new leasing office.
- Perform move in inspection of new apartment.

## After Moving In

- Contact DMV to change license and plates.
- Research local businesses and services. Can be done on our site.