



## **Moving Timeline**

### **2 Months Before:**

- Sort through the contents of closets, drawers, and cabinets to filter out what you do not want or need. Hold a yard sale, or donate unwanted items to charity.
- Inventory everything of value you plan to move and determine replacement values for insurance purposes.
- Obtain estimates from several moving companies and choose one.

### **6 Weeks Before:**

- Finalize real estate or rental needs.
- If moving out of town, make travel arrangements.
- Notify your children's schools of the move and contact new schools for enrollment information.
- Get copies of school records, or have them sent to new schools.
- Get copies of medical records for each family member.
- Ask doctors to recommend doctors in your new community.
- Consult insurance agents to find out if changes to policies are necessary.

### **1 Month Before:**

- Alert utility companies to disconnect services the day after you move and to have new service activated several days before you arrive at your new house. The chamber of commerce in your new town is a valuable resource for information on utility services.
- Check with your cell phone provider about service in your new location.
- If necessary, arrange for storage in your new community.
- If you are packing your house yourself, order supplies and start packing boxes.

### **1 Week Before:**

- If you are packing your house yourself, finish packing boxes.
- Confirm travel arrangements, if needed.
- Arrange payment or deposit for movers.
- Get cash to have on hand to tip movers.
- Write directions to your new home for the moving company, confirm delivery date, and give the company your itinerary and cell phone number.
- Complete change-of-address forms at the post office, and send notices to magazine subscriptions, creditors, friends and relatives, alumni organizations, credit cards, banks, and any other necessary companies and organizations.
- Cancel newspaper subscriptions.
- Notify your employers -- new and old -- of your new contact information.
- Clean rugs and have them packed for moving.
- Empty, defrost, and clean refrigerator, freezer and stove.

#### **Dallas**

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#### **Plano/Frisco**

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Plano, Texas 75024  
972.473.0330 (Office)  
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Pack suitcases you plan to move yourself with clothes, toiletries, jewelry, and important financial records and documents.

**Moving Day:**

- Accompany the mover as he or she inventories your possessions and makes condition reports.
- Sign the bill of lading (ensure that the address and phone number are correct) and inventory, and keep your copies in a safe place.
- Lock windows, turn off lights, close doors, and take a final tour after the movers have finished to make certain nothing is left behind.

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