



MOVING GUIDE

EVERYTHING YOU NEED TO KNOW TO MAKE YOUR MOVE EFFICIENT AND STRESS-FREE

MOVING TIMELINE CHECKLIST



ONE MONTH PRIOR TO MOVE

- ☑ File Change of Address form online at www.USPS.com.
- ☑ Arrange for moving your furniture and personal belongings either by hiring a moving company or renting a truck.
- ☑ Accumulate moving supplies such as boxes, bubble tape, rope, and anything else you might need.
- ☑ Plan your travel route if you are driving to your new home.
- ☑ Some moving expenses are tax deductible, so you should keep moving related expenses separate from meal, lodging, and other expenses.

Develop a plan for items such as packing last-minute things you use the most.

Notify friends, family, and businesses of your move.

- ☑ Notify federal and state taxing authorities or any other government agency needed.

TWO WEEKS PRIOR TO MOVE

- ☑ Notify utilities like gas, water, TV, phone and Internet.
- ☑ Arrange for services at new address – lawn, pool, snow, etc.
- ☑ Have your car serviced before driving to your new home.
- ☑ Recruit people to help you on the moving day.
- ☑ Arrange for someone to take care of pets during move.

Confirm moving company or rental truck arrangements.

- ☑ If leaving the city, notify your bank about moving.

ONE DAY PRIOR TO MOVE

- ☑ Keep moving materials separate so they don't get packed until you are finished.
- ☑ Locate your phone charger.
- ☑ Pick up rental truck if you are doing it yourself.
- ☑ Fill up your car with gas and check oil and tires.
- ☑ Try to get a good night's rest.



FREQUENTLY ASKED QUESTIONS

Q. Which form do I need to complete to have my mail forwarded?

A. The Change of Address Order form can be completed online at www.USPS.com.

Q. Does each person in the household need to fill out a form filled out?

A. If each member has the same name and they are all moving to the same address, one Change of Address form is required. However, in the case, each individual must complete their own Change of Address form.

Q. When do I need to complete my Change of Address form need to be completed?

A. To insure there is no unnecessary delay, the Change of Address form should be completed at least 10 days before you move or at least as soon as you know the date of your move and the new address. The "Effective Date" will determine when the post office will forward your mail to the new address.

Q. How long will it take to forward the mail from one address to the other?

A. It will take approximately three to five days for your mail to be forwarded from your old address to the new address depending on how far away they are from each other.

Q. Who else should be notified of my change of address?

A. Anyone who sends you mail should be notified of your change of address. This includes friends, credit cards, banks, insurance companies, doctors, dentists, professionals, mailings, and others. You can get notification postcards from the post office.

Q. How long will the Post Office continue to forward my mail?

A. For most mail, it will be forwarded for twelve months and there is no charge for this service. Third class mail will not be forwarded unless the sender requests it specifically.

Q. What are the requirements for qualifying for a Moving Expense deduction on my federal tax return?

A. Beginning January 1, 2018, moving expenses are not deductible except for active members of the military and the move is due to a military order. For more information see IRS.gov or call your personal tax advisor.



Things to Do Following the Move

- ☑ Notify the sender of mail forwarding to your new address. This is only necessary if there is a yellow envelope with a red arrow that indicates it has been forwarded. Register to vote so that when election time comes around, you will be eligible.
- ☑ Get a new set of address on your driver's license if you have moved within the state and make sure to get one if you have moved out of state. Make contact with a local insurance agent to transfer policies. Complete a Household Inventory of your new home.
- ☑ Find out when trash and garbage is picked up and whether there is a re-cycling program available. After locating a new doctor and dentist, have your medical histories transferred.
- ☑ Ask for recommendations of good contractors like plumbers, air-conditioning services and electricians so that when you need them, you will know who you should call without being at the mercy of the yellow pages. Locate new service providers such as banks, pharmacies, cleaners, etc.
- ☑ Make a list of the emergency numbers such as fire, ambulance, police, hospital, poison control, and the like so they will be available in an emergency.

Recognize that moving can be very stressful on people and that you should be considerate of your family members and yourself.



Tips on Packing

Don't get boxed-in with an unorganized strategy

- » A substantial amount of damage is caused by packing your household goods. To ensure safety for your belongings, you should undertake to pack properly.
- » Use strong, sturdy cardboard boxes that can be sealed with strong tape. These can be purchased from most moving companies.
- » Keep in mind that the box will weigh after it is packed. 40 to 50 pounds is considered the maximum weight for a box.
- » Empty spaces in boxes should be filled with crumpled newspaper or bubble wrap to keep items from shifting in transit.
- » Books should be stacked on end and generally in smaller boxes than other things due to their weight.
- » Label each box after packing, first, so that the movers will know which room to put it in and secondly, to help you to prioritize which ones need to be opened first.
- » Remove all breakables from drawers before moving furniture.
- » Don't pack valuables such as jewelry, collections, checks or savings books.
- » Packing takes longer than you expect so allow plenty of time. Pack items that aren't frequently used first and unpack them last.
- » Organization in packing will save you hours of time and frustration in the long run.



Garage Sale Hints

Make sure your time spent gives you most money in your pocket.

- » Allow adequate time to plan and prepare – several weeks.
- » Selecting the right date is important. Don't conflict with holidays or special events. This could cause poor attendance.
- » Weekends are generally more successful than weekdays.
- » Bigger is better. The more items you have, the more people will come.
- » Sell household goods such as appliances, furniture, tools, and the like are good sellers. Clothing typically doesn't have a high resale value with the possible exception of women's clothes in good condition.
- » Try to merchandise your goods in an attractive manner as if you were displaying them in a store.
- » Items should be clean and if not in working order, labeled accordingly.
- » A classified ad in the newspaper listing some of the more desirable items can greatly increase your foot traffic.
- » Bulletin boards in grocery stores and other public places can provide additional exposure.
- » Use well created attractive signs to direct people to your home. The nicer the sign, the more attention it will attract.
- » Post a sign stating that all sales are final.
- » Visit other garage sales to see what works well.
- » You'll need to have cash on hand to make change for customers.

VIDEO YOUR PERSONAL BELONGINGS

Every digital camera and smart phone have the capability to shoot videos.

Most are very simple to operate and don't require any skilled training. The microphone is built into most of the cameras and some don't even require additional lighting.

Use this technology to make a video record of all the personal possessions in your home, just in case you have a burglary or fire. If a picture is worth a thousand words, a video with sound is worth ten thousand.

Have someone help you with this simple project. One of you can operate camera while the other person identifies different objects in each room. Make a list of each item as you go along and if it has a serial number or other identifying mark, be sure to write down it.

Open all the drawers and show what the contents are and briefly describe each of the things. You'll be amazed how helpful this can be in a claim because many times you can't remember what you own for months after a claim is filed. Even if you might not use an item very often.

Once the video has been made, save a duplicate in the cloud or to a USB drive that can be put in a safety deposit box at a bank. Another option may be to send the video to a close friend or relative.

Don't worry about being Steven Spielberg. You aren't trying to win an Oscar for this tape but just protect your possessions from loss. However, do have fun doing it.





Helping Children With a Move

Creating a fun and exciting experience around the move

- » Show the children the new home and show them a room prior to moving. If this is not possible, pictures or videos will help them visualize how they are going.
- » Assure children that you will be with them.
- » Make a scrap book of the old home and neighborhood.
- » Throw a goodbye party where the parents have their friends sign the shirt.
- » Have your children write good-bye letters and enclose their address. You may wish to have their parents so they will return letters.
- » When packing, give them their own box. They can decorate it so they know which one it is.
- » If you move far away buy postcards when you stop so they can remember the trip.
- » When unpacking, allow them to unpack their treasures then, have them play with the boxes while you unpack.
- » Get a scrap book for their new home. Write a diary of My first...
- » Visit their new school, park, church etc... Take a camera.
- » Help your children invite new friends over to the house.
- » Let them choose a new favorite restaurant. This will help them feel in control of their new world.
- » Encourage them to send letters about their new home, to their friends.
- » Involve your children in groups, sports, and activities like the ones they used to participate in.
- » Remember even if you only lived in a home a few years to a young child it is nearly their entire lifetime!



Selecting a Mover

Interstate moving is regulated by the United States Department of Transportation and the Federal Motor Carrier Safety Administration. What may be required when moving from one state to another may not be the law within a state. Check with your state, county or consumer affairs agency or your state attorney general.

The FMCSA has a mover search tool available for your use to provide you with up-to-date access of registered interstate movers and their complaint history.

>> <https://ai.fmcsa.dot.gov/hhg/search>

1 Obtain and compare written estimates from multiple movers. The estimate should be based on an in-person inspection of your household and not a computer-generated online or phone estimate.

2 Verify that the mover is licensed, bonded, and insured. Interstate movers must be registered with a U.S. DOT number with the Federal government. Intrastate moves are regulated by state and local laws.

3 Check the mover's complaint history through your local Better Business Bureau, consumer protection agencies and online review sites like yelp, Angie's List, Glassdoor, and others.

4 Prioritize your objectives such as price, care of your possessions, timely delivery. The movers quoting the lowest price may not meet your expectations when it comes to other objectives.

5 When interstate moves are involved, the mover is required to provide a booklet from the Federal government entitled Your Rights and Responsibilities When You Move.

After Delivery

After the moving company has delivered your possessions to their new location, you should conduct an walk-through, with a representative of the moving company, to make sure all of the boxes have arrived and to determine if any damage has occurred.

You'll be presented with your final invoice and according to your contract, you will be expected to pay the bill. The bill may be higher than the original estimate to adjust for unexpected expenses or labor costs as provided in your written agreement.



Selecting a Mover Continued...

Additional Tips

- » After the moving company has delivered your possessions to their new location, you should conduct a walk-through, with a representative of the moving company, to make sure all of the boxes have arrived and to determine if any damage has occurred.
- » You'll be presented with your final invoice. According to your contract, you will be expected to pay the bill. The bill may be higher than the original estimate to account for extra expenses or labor costs as permitted in the written agreement.
- » While online reviews can be helpful in providing insight into the moving process and company, a recommendation from a trusted family, friend, or real estate agent can be invaluable.
- » Consider having someone take care of your pet during the moving process. It can reduce stress for both you and your pet.
- » Some additional charges can be expected and are only mentioned in the contract. If the charges seem unreasonable, consider filing a complaint with the company.
- » Try to get rid of as many of your unwanted or unnecessary possessions before the move to reduce expense. Consider garage sales or donating to charity.

Avoid Moving Scams

- ...on inc...nts regarding the... The final contract should only be signed after it is complete, and an inventory...en taken.
- ...stand the agreement before you sign...to avoid being held ransom by an...pulous mover at the time of delivery.
- Most moving companies do not require a deposit upfront, however, up to a 20% requirement may be standard for some companies. Be concerned if you are asked for a large cash deposit.
- » The industry standard for estimating a move is based on weight not cubic feet.
 - » Some companies change their names to avoid issues that could adversely affect their acquiring new business. Their business license should reflect the "Doing Business As" difference. A telltale sign could be a claim of years of experience but a relatively, new name with not much history of past customers.