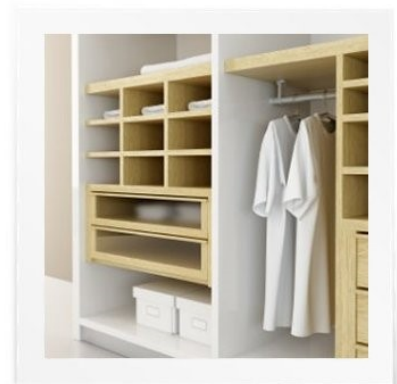
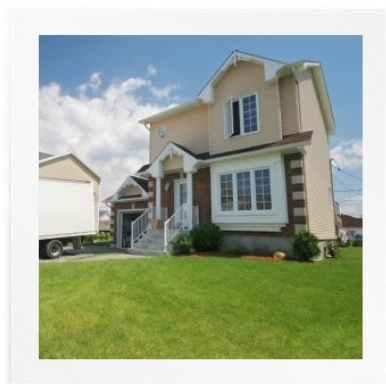
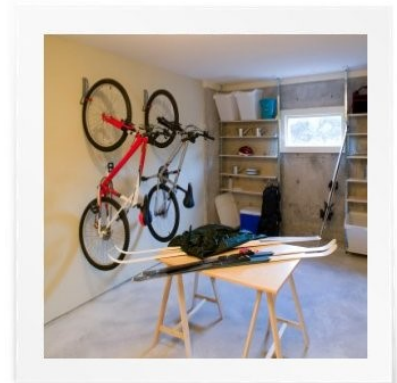
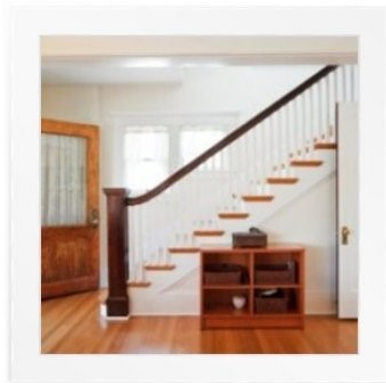


Moving Handbook

Tips for Organizing Your Move



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Introduction

Moving from one home to another is often listed as one of the highest causes of stress. Moving involves many tasks and deadlines to meet—many of which are all intertwined and dependent on each other. When one task isn't completed, or one deadline isn't met, the entire moving process can unravel.

The goal of this Moving Handbook is to de-stress your moving experience, providing tips and checklists of tasks to complete throughout your moving process. Can you move and not be stressed out? You've probably already discovered that when you're organized and aware of everything that needs to get done, anything is possible.

Do keep in mind that something will go wrong. One of the reasons why moving is stressful is because many tasks and people are involved in your move. Things beyond your control happen in life. With weddings, it may rain, you may have a wardrobe malfunction, or a relative who enjoyed one too many drinks can damper the event. With moving, it could be rain, a flat tire, or a dropped family heirloom. The way to avoid being paralyzed with stress is to—you've heard this advice before—control what you can and let the things go that you can't. This book should help you be in control over the things you can and be able to manage the unanticipated things that will go wrong.



This Moving Handbook is organized into three parts. You can begin with the [Four Week Moving Countdown](#) section and then read the [Moving Details](#) section for more specifics. You can use the [Moving Checklist](#) to help schedule and track your progress.

Four Week Moving Countdown

Moving is a lot of work, but it can run smoothly. The following tips for organizing your move should help your moving process be as smooth as possible.

Four Weeks before Moving

When you have four weeks before you move, you can schedule home repairs, start collecting moving boxes, de-clutter, and find some moving help.

Schedule Home Repairs

Make any home repairs that you need to do. Do this task early because repairs are usually dependent on other professionals' schedules and reliability.

Get Moving Boxes and Packing Supplies

Start collecting moving boxes. This process may take a while because as you ask grocery and retail stores for their empty boxes, you'll learn about the best times to go back for more.

In addition to moving boxes, you'll also need the following packing supplies: packing paper, bubble wrap, tape, and markers.

▶ For details, go to [Finding Moving Boxes](#)

De-Clutter

Go through and get rid of unused household items, so that you don't need to lug them from one place to another. If you have the time, you could have a Moving Sale and maybe earn enough cash to cover your moving expenses. Donate gently used items that you don't need any more. Take hazardous items (paint, pesticides, batteries) to the local waste management facility; recycle what you can (plastic, old metal appliances, paper); and throw away the rest.

▶ For details, go to [De-Cluttering Your Home before Moving](#)

Get Moving Help

Decide if you want to use a moving company, rent a van, or recruit friends with trucks. The earlier you book a moving company, the better your chances for getting a reputable and affordable moving service. When deciding on a moving company, you'll need to consider how many tasks you and your friends can do, or how many tasks you'll need a company to provide.

▶ For details, go to [Hiring a Moving Company](#), [Booking a Moving Van](#), [Arranging a Storage Unit](#)

Three Weeks before Moving

When you have three weeks before you move, you can begin packing and cleaning.

Begin Packing

Pack nonessential items first. These are items that you don't use on a daily basis, such as home décor, books, and out-of-season clothes. You can place these items in moving boxes, seal them with packing tape, and start stacking them in an out-of-the-way place.

While packing, maximize your space in the boxes: pack your biggest objects first, and fill space around them.

Mark all boxes with what is in them. It makes them easier to find things in—and to sort into rooms when you arrive at your new home.

Tape the top of boxes securely, but easy to open. While it may only take you a couple of weeks to pack, it can longer to unpack at the other end while you're getting organized into your new home. If you can access your belongings before you find them a new home, you can still function—even if you're “living out of boxes” for a while—and resist the temptation to just empty all the boxes right away. Taking the time to organize and find the best place for all of your household items will be worth it in the long run.

▶ For details, go to [Packing Fragile Household Items](#)

Clean

Clean as much as you can while you are packing. Scrub closets, drawers, and other areas that are empty and that you won't be using within the next few weeks. You could choose to thoroughly clean after you are moved out of the home; however, if don't want to go back, you can scrub your home while you pack and then just do touch-up cleaning on moving day. Also scrub the stove, oven, and other appliances.

Early on is also a good time to begin cleaning so that you don't have so much to do on moving day.

You may want to consider booking a cleaning company to come in and clean behind you. They can clean your house, after your belongings are packed, and have professional methods for removing stains and other tricky marks on walls, doors, and carpets.

▶ For details, go to [Cleaning Your Home When You Move](#)

Two Weeks before Moving

When you have two weeks before you move, you can continue packing, make notifications, and create a Moving Day Box.

Continue Packing

Pack items that you won't need to use until after you move. Do you have clothes, garage items, and things in drawers that you won't be using within the next few weeks? Try to pack as much as you can. If you're worried about not being able to use something, you can place the items in boxes but wait to seal them with packing tape until moving day.

Make Notifications

When you move, you'll have many companies and people to notify. Set aside a time to "batch" your notifications. Batching this task—as opposed to doing a little bit before and after you move—will save you time and reduce stress. You'll need time to visit places online, by telephone, and perhaps in person.

▶ For details, go to [Notifying Companies about Your Move](#)

Create a Moving Day Box

As your moving day gets closer, set aside the things you'll need the days right before and after your move, such as:

- Leasing agreements
- Important phone numbers
- keys
- Plastic plates, cups, and utensils
- Toiletries, such as hand soap, paper towels, and toilet paper
- Moving clothes
- Baby items
- Anything you use on a daily basis

(Don't purchase anything more from the store at this point either.)

One Week before Moving

When you have one week before you move, you can finish packing and prep food and appliances.

Finish Packing

Pack everything else. Remember that you can leave some boxes open if you're worried about needing something.

Prepping Food and Appliances

If you didn't book a van with power points, you'll need to start defrosting your freezer. This step will save you from having to clean up water in the van, or worse, damaging your boxes and bags because your freezer has leaked.

Any food you're using now should be as minimal prep as possible, so that you can pack any utensils, plates, and pots you have left over.

Now is also a good time to get food and other items for the people who are helping you move.

Moving Day

The day of your move is all about getting you out of one house and into the new one as smoothly as possible. If you've hired a company, all you'll need to do is oversee them, or stay out of their way entirely. If you haven't, it's important to have some strong family members and friends on hand to help you load everything into your van or trucks.

You can begin the day by setting aside the things that you'll need to access during the day: the Moving Day Box that you assembled the prior week. You'll want the items either in a car next to you, or as the last thing in the van on the way there, and the first thing out of the van once you arrive.

Disassemble the beds and other furniture. Double-check that all cupboards, closets, dishwasher, and other appliances are empty. And give friends or movers instructions for what else needs to be done.

Consider emptying one room at a time. After one room is complete, do the final cleaning for that room. Make it clear to the others helping you that sealed rooms are done, so that people aren't trailing dirt into rooms that are finished and clean.

With planning and organization, you can move on to your new house knowing that you're able to continue your life without fear of disruption, identity theft, or needing to go back to your old house to clean or take care of problems. You'll also be able to enjoy the move itself: closing one door and opening another.

Moving Details

Following a schedule and understanding the details will help you have as much of a well-organized and low-stress move as possible.

Hiring a Moving Company

If you don't have the time or ability to do all your moving tasks yourself, you can find a moving company to help you. Here are some organization tips and considerations for hiring a moving company.

Moving companies have different levels of services, depending on what you need. They can help you with tasks before, during, and after your move. Moving companies can pack your household items, move them, clean your old home, and even unpack in your new home.

When booking a moving company, it's important to do so as far in advance of your move date as possible. Moving companies that do all of the packing and moving for you need to come out and assess your belongings, for insurance, van, and personnel coverage.

In addition to researching each moving company's services, prices, and availability, also look into any complaints or comments about them online. These recommendations should also contain information on whether they were prompt, priced fairly, or added additional costs.

You may want to ask the company for information about when their cheapest and most expensive times are to move. You may find moving midweek to be far more cost effective, as weekends usually carry a premium.

The company you eventually choose to move you will want to come out and inspect your home, to work out what they will be moving, and to provide you with a quote. They will take an inventory, in some cases, with you and decide what your quote will be.



These companies will also provide you with a complete overview of their insurance. Review it carefully so you're sure of what they cover and what you're liable for, should the worst happen. Reviewing the insurance will also give you an idea of what they will and won't pack—and what extras (such as mattress covering) they'll provide.

It's important to de-clutter, or have a guesstimate of how much you'll have de-cluttered before you move so that they can give you an accurate quote. If you overestimate the space you need, you'll not get a refund, and find that space is wasted, especially, if you book a larger van than you require. Too small and you may find that your belongings don't fit, or that you get charged extra. You also might not get to move that day, if they have to unload one van and reload another, or book another transport for your belongings.

When the moving company staff arrives, you may want to stay around and assist them with packing, so make sure to allow for that when planning your move.

If you don't have a lot of time (or energy), a moving company may be just what you need.

Booking a Moving Van

Book your moving van as far in advance as possible to make sure you get the size of van and the date you need.

You can collect quotes and book moving vans online based on your move date and expected destination. Keep in mind that some moving companies have corporate offices that manage the website and appointments, and then work with local companies to provide the services—sometimes agreements can “get lost.” So consider asking if the company has a local number to call where you can later confirm your agreement.

What size of van do you need? An average four-bedroom house requires around a ten-ton van. But some families have fewer belongings, and some have more, so take that into consideration when you book your moving van.

One benefit to be aware of is that some moving van companies provide “moving boxes to share.” You can pick up free moving boxes at the rental facility; then when you're done moving and return the van, you can break down the boxes and leave them in the moving van for the next family. Ask the moving van company if they provide this nicety.

Arranging a Storage Unit

Are you moving into a smaller home or temporary rental? If you want to keep your furniture for later use, you can rent a storage unit in your new community.

Storage companies provide large warehouses or smaller units that you can rent. The units range in size from a box room to an area large enough to store a complete house. They can be a better option than storing items in garages and basements because they protect your belongings against the elements; can provide insurance against accidents, such as fires and floods; and allow you to use garages and basements for other things. It is possible for your belongings to be damaged in storage, but highly unlikely.

You'll be given a list of belongings that you're checking in. Be sure to store, stack, and place everything safely. Plastic storage bins and plastic shelves are great for using in rented storage facilities.

If you're moving a long distance, it's a good idea to research, by phone and if possible, in person, how much access you'll have to your furniture, and belongings, and what sort of notice you need to give. You'll also need to work out what is going into storage and how much space you'll need for it all.

If you're unsure of storage companies, and you're using a moving company, ask them for a referral. They may have a group of storage companies they deal with, and offer you a better premium than you may otherwise get.

Finding Moving Boxes

As soon as you know you're going to move, start collecting boxes. You'll probably need more boxes than you think. The more moving boxes you have, the easier moving day will be. Here are some organization tips for getting moving boxes.

If you're planning your move ahead of time, you can begin collecting free boxes. Retail and grocery stores are a good source for finding boxes. Each store will have a specific time when they unload their goods and store the boxes before breaking them down. Some stores will have more boxes for you in the morning, and some in the evening. You may need to check stores for a period of weeks to collect enough boxes for your move.

Another place to find free boxes is on community lists, such as Craigslist. Many people who have just moved post notices that they have all their boxes on their lawn for anybody to just come and pick up. (This is something you can do after you move, too.)

Some moving companies also supply them if you're using their vans, so be sure and ask.



If you don't have enough time to hunt down free boxes, you can purchase moving boxes from hardware stores and office supply stores. These boxes are sturdy, clean, and usually come in small, medium, and large sizes. All you will need to do is unfold them and keep them secure with a strip of packing tape.

Place as many of your belongings as you can inside boxes, even items that you can simply carry outside a box. Boxes are easier for your movers (friends and professionals) to carry and stack. You'll be able to fit more things into a rented moving van if you can stack boxes on top of each other.

Another option to consider is getting plastic storage bins. Plastic storage bins are a good idea if you'll need to store your belongings in a garage or a storage unit. They will protect your belongings from the elements—and critters.

If you don't have enough boxes, you can use bags for soft items or things that you don't want to get dirty during the move. Bags are good for clothing, bedding, linens, and soft toys. Keep in mind that they may snag and burst from objects either inside or outside the bag.

Remember that you'll need more moving boxes than you think; having too many boxes after packing is a good problem to have.

Packing Fragile Household Items

Are you worried about your fragile household items getting damaged during an upcoming move? Here are some tips to organize and pack your fragile household items, such as artwork, computer equipment, and dishes.

Use bubble wrap for large framed photos, paintings, and other wall art, and place them upright in a safe place. You'll need to monitor them carefully during the moving process as anything falling against or on them could cause damage.

Wrap TVs and computers in sheets to prevent scratching. If you can find boxes that will fit your appliances, carefully place them into boxes and fill up the boxes with towels or other items to prevent the appliances from sliding around. If you cannot find boxes large enough, you can wrap the items in padded blankets once they are in a moving van. You'll just need to make sure they do not slide around during the moving process.



You can use polystyrene bead lined boxes to pack smaller fragile items, such as glasses and dishes. Alternatively, you can wrap the smaller items in bubble wrap and place them in an ordinary (yet sturdy) moving box.

You can use newspaper to wrap some household items. The only downside is that the ink rubs off onto your hands and the items they surround, giving you another clean-up chore. You can find white “newsprint” paper from most box suppliers, which is considered to be best for packing and wrapping fragile household items. You can also consider using wrapping paper instead.

Careful packing does minimize the risk of household items being broken in a moving van or moving truck. But if you are really concerned about some items, consider taking them with you in a car and promptly removing them out of the car into a safe place once you reach your new destination.

De-Cluttering Your Home before Moving

De-cluttering your home before packing is a good first step when moving. Here are some organization tips for de-cluttering your home.

De-cluttering allows you to decide what you'll need and what you won't need for the new house. It also helps to reduce the number of moving boxes you'll need to move. Thinking of lugging a bunch of boxes full of needless stuff is a good motivator.

Now is a great time to go through files and throw away any papers that you don't need: old receipts, newsletters, and so forth. You can throw away bills and bank statements immediately after you check the accuracy.

Keep important documents, such as:

- Birth certificates
- Social security cards
- Passports
- Investment records
- Tax returns from the past seven years
- Pay stubs from the past year (unless you've already received your W-2 form)
- W-2 forms (until you retire)

Go through books and decide which ones you want to keep in your library and which ones you'd like to donate to a charity. (Remember boxes of books are heavy!)

If you have magazines that are in good shape, you can donate those to care centers and doctor's offices.

Go through toys with your kids and determine what toys to give away.

Do you have any out-of-date decorations in your home? Is all your décor from a couple decades ago? Maybe it's time to let go of the non-sentimental décor from an era that has passed.

Go through your garage, bathrooms, and kitchen and get rid of hazardous household items (batteries, paint, stain, pesticides, and so forth). Most counties have an area in their waste management facility to take these items. Hazardous materials are dangerous to move.

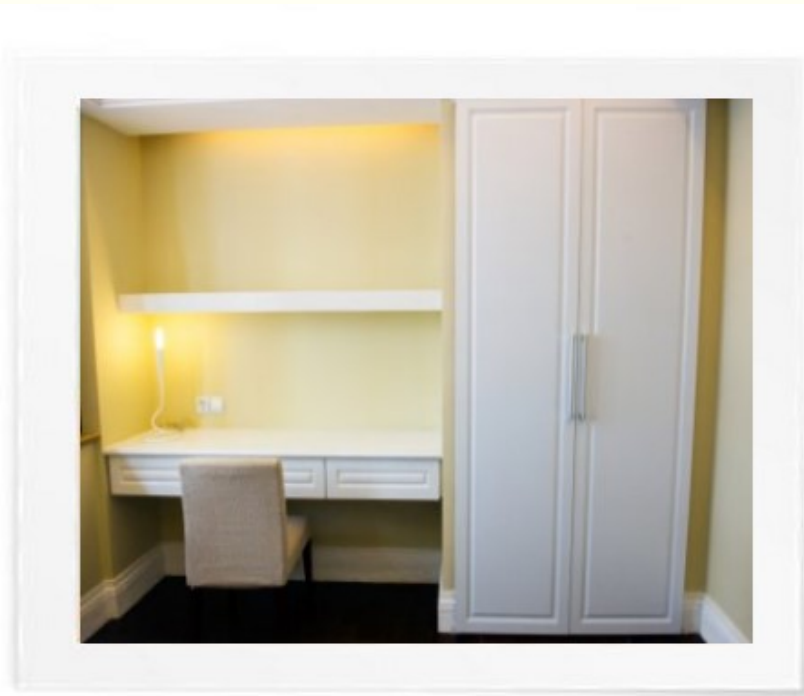
Do you have clothes you haven't worn in over a year? Consider donating them to a charity. (Stacks of clothes can get heavy too.)

Are you overwhelmed with the idea of getting rid of so many things? One strategy that may be easier for you is to assess whether or not you need something while you are packing. Before you place something in a box, ask yourself, “Is this item important enough to pack, move, unpack, and store in my new life?” Getting rid of the things you don't need is both freeing and practical. It allows you to move on to your next home with a fresh start, reduce your moving time and expenses, and can possibly generate some extra money for the move if you've sold some of your items. You'll be able to have a new, organized beginning in your new home.

Cleaning Your Home When You Move

Do you need to thoroughly clean your home before you move? The following tips will help your home sparkle. Consider placing products and tools in a cleaning caddy, and taking the caddy to each room as you clean.

Some of the most common stains and marks can be removed with ease—with every day household items. Marks from shoes, wheels, woodwork, and other things are hard to remove any other way, but come off with ease with a rubber eraser. Toothpaste removes stubborn ink, crayon, or scuff stains from any surface. (Be sure to



spot test it on inconspicuous areas first.) Toothpaste is also good for removing crayon from radiators or glass. Just rub the toothpaste in lightly with a nonabrasive cloth. For tough stains, let it sit for up to one hour before scrubbing gently.

Scum stains and lime scale come off with a liberal application of an oxy based paste. You can get any “oxy” based cleaner (one that fizzes and heats up the water slightly) in most supermarkets.

You can remove moldy or damp smells just about anywhere with bicarbonate of soda. Simply apply to the smelly area (or leave a tub open in a cupboard or fridge), and the smell should be gone within 24 hours. The same goes for activated charcoal, a few drops of vanilla on a cloth, or an open box of baking soda.

You can remove candle wax from carpets, floors, and table cloths by using an absorbent cloth and a hot iron. Place the cloth over the wax and “iron” the cloth. When you lift the cloth, the wax should stick to it and peel away easily.

Before painting, you should remove any stains from walls because they can sometimes still show through several layers of paint. If you're washing textured walls, use a nylon sock to do so—it means you won't leave fluff and lint behind.

Finally, remember not to mix cleaning products, even if they are everyday household items. Products can contain ingredient that may not “play nicely” with others.

Notifying Companies about Your Move

One of the things that makes moving such a pain is having to notify so many companies about your move. The following tips should help you remember what accounts to setup, cancel, transfer, and edit when you move.

The first thing to do is to fill out a change-of-address card with the post office. However, don't rely on the forwarding or redirecting of your major bills, such as your bank statements, credit card statements, notices of payments from people—or anything that can be used for identity theft. Mail can be missed and delivered to your old address, so be sure to directly contact companies with your new address even if you are submitting a change of address with the post office.

Setting Up, Transferring, or Cancelling

You may need to setup, transfer, or cancel the following items:

- Electricity
- Gas
- Water
- Sewer
- Telephone/Internet/Cable/Satellite
- Garbage/recycling
- Schools
- Childcare
- Doctors
- Prescriptions
- Homeowners/Renters Insurance

Change of Address Notifications

You may need to notify the following companies and people about your new address:

- Employers
- Business clients and vendors
- Cell phone and VOIP companies
- Banks and credit companies
- DMV
- Churches
- Newspapers
- Magazines
- Health, life, and auto insurance
- Pet microchip company
- Friends and family (Many people appreciate personalized notices that their friends and family have moved, so consider ordering personalized change-of-address cards if that's something you want to do.)



Also remember to register to vote right after you move.

You'll probably continue to find mail with forwarding stickers on them in your mailbox for months after you move. But if you devote one day to "move notifications," and use these lists, you should be able to make your moving process feel much more organized.

Moving Checklist

Four Weeks before Moving

- Schedule a moving company, a moving van, or friends with trucks
- Consider booking a cleaning company for after your move
- Begin collecting moving boxes
- Schedule any needed home repairs
- Begin cleaning and painting

Three Weeks before Moving

- Decide which moving van or moving company to book
- Setup, transfer, or cancel utilities: Electricity, gas, water, sewer, telephone, Internet, cable, satellite, garbage, homeowners/renters insurance
- Transfer services, such as schools, medical doctors, and prescriptions
- Continue collecting boxes and get packing supplies: packing paper, bubble wrap, tape, markers

Two Weeks before Moving

- Fill out a change-of-address card with the Post Office
- Notify additional companies about your new address: Employers, cell phone companies, banks and credit card companies, DMV, churches, newspapers, magazines, health/life/auto insurance
- Consider ordering moving cards to send to family and friends
- Purchase moving boxes if you haven't been able to find enough for free
- Pack non-essentials and begin thoroughly cleaning wherever you can

One Week before Moving

- Set aside the items you will need on the day of your move: leasing agreements, important phone numbers, keys, plastic plates/cups/utensils, napkins, toiletries, clothes, baby items--anything you use on a daily basis
- Pack everything else in your home
- Use up canned and frozen foods

Two Days before Moving

- Consider taking time off work and cancelling any other obligations
- Confirm with the moving van, moving company, or anybody else who is helping
- Mail the moving cards to your friends and family
- Get food and drinks for the people helping you move

Moving Day

- Place your important items in a safe and easily accessible place
- Disassemble beds and other furniture
- If you can, empty one room at a time, clean the room after everything is out, and shut the door behind you
- After arriving at your new home, place your important items in a new safe place, unload the boxes in the rooms where you will unpack them, and begin unpacking in the opposite order of the way you packed

After Moving

- Register to vote
- Get a new library card (if moving to a new county)
- Update the contact information on your pet's microchip and VOIP phone provider

Moving In Tips

For tips for organizing your new home, visit <http://www.tipsfororganizing.com>

Home Staging Tips

Selling your existing home? Visit <http://www.homestaginghandbook.com>