



Moving Day by Day

Four Weeks prior to moving

- Tour your house decide which items should be discarded or given to charity. Or, consider a garage sale.
- Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions.
- Arrange transfers of school records.
- Check homeowners insurance policies; see if moving is covered. Be sure your new home is protected by transferring fire, theft and other personal-property insurance.
- Transfer personal insurance records.
- If you are moving plants, check out [moving tips page](#).

Three Weeks prior to moving

- Use up most of your perishable food items before moving.
- Check and clear tax assessments.
- Arrange to have major appliances serviced prior to your move.
- Movers are not to move aerosols, flammables or ammunition. It's best to use them or give them away before moving. Propane tanks must be emptied before moving them.
- If you are moving pets, check out our [moving tips page](#).
- Notify the Post Office and get change-of-address forms. Notify magazines that you subscribe. **Remember** : You must fill out a change-of-address form for each person receiving mail at your address.

Two Weeks prior to moving

- Make travel reservations, if needed.
- Decide which items that you will pack, and which you would like Baillie Moving to pack. We provide packing material at reasonable prices.
- Close or transfer all charge accounts. Return borrowed items from friends, neighbors, and Library. Collect things that you have loaned.
- Take the time to fill out the *"Welcome to your new Home"* information for the new owners. See your mover representative for this and other forms.
Arrange to disconnect utilities and delivery services.
- Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas, aerosol cans, acids, caustic drain cleaners, etc.
- Arrange connection of the new utilities in the new home.
Draw a floor plan of new home and indicate placement of furnishings. This makes moving easier for both the movers and the family.
- We are not permitted to take down TV antennas. We can arrange to have it done, if you wish. Arrange for cable disconnection.

One Week prior to moving

- Transfer bank accounts, and ask your local credit bureau to transfer your records to the new location.
Reconfirm travel arrangements if necessary.
- Arrange funding to pay driver before goods are unloaded.
- Set aside maps, games, snacks, flashlight and other items that you will take in your car. Gather medicines and important papers for the

car trip.

- Your local phone business office can help you with phone service for your new home, as well as disconnecting service at your present home.
- Drain water from all hoses and start packing suitcases.
- Get names and address of Atlas' destination agent if needed.
Drain gasoline from gas powered lawn equipment.
- Anything the movers are packing should be left in place. It's easier and safer, for example, to pack glassware directly from the cabinets they're kept in.

**One Day
before
moving**

- Put cleaning supplies, toiletries and coffee pot in a special box to be loaded last. Mark this special to open first.
- Finish packing all suitcases.
- Defrost, clean and dry refrigerator.

**Moving
Day!**

- Be on hand all day to answer questions, accompany driver during inventory, sign bill of lading, and confirm your new address and delivery date. Be sure to advise driver of your en route accommodations.
Leave *"Welcome To Your New Home"* information in a conspicuous place for the new homeowner.
Make final check of every room and storage area. Make sure windows and doors are locked, keys are transferred and lights are out.

Moving In

- It is a good idea to be at your new home ahead of the moving van so that you can make sure that utilities are connected and supervise placement of major items in your home.