# MOMING-Guide for Downsizers

COMPLETE GUIDE FOR A SUCCESSFUL MOVE



Our moving guide will help you plan and achieve a successful move. Find out what you need to do to make moving hassle-free.



# **ARE YOU READY TO DOWNSIZE?**

Having a written plan will reduce the stress of moving. Grab your calendar, and let's get started!







6. 4 WEEKS PRIOR TO MOVE

7. 2 WEEKS PRIOR TO MOVE

8. 1 WEEK PRIOR TO MOVE

9. THE DAY BEFORE YOUR MOVE

10. ON MOVING DAY

11. ADDITIONAL CHECKLIST ITEMS

12. GARAGE SALE ITEMS

13. PACKING TIPS

16. MOVING DAY ESSENTIALS

17. MOVING WITH PETS





#### 8 Weeks Prior to Your Move

#### **Create a Moving Binder**

Create a binder or set up a Google Doc where you can track everything; save all of your moving information there. If you follow this first step, you'll save a ton of time.



# DETERMINE WHAT SECTIONS GO INTO YOUR MOVING BINDER

You may want to create separate sections for documentation, receipts, contact information, schedules, etc., to keep you organized.

#### items to avoid a big mistake on moving day.

**KEEP TRACK** 

OF FURNITURE

**MEASUREMENTS** 

The last thing you want when

moving into your new home

is to discover your couch

won't fit through the door.

Measure all of your large

Do you want to pack and move everything yourself, have someone else do all of the work, or find an option in between?

**IDENTIFY YOUR** 

TYPE OF MOVE

# CREATE A ROOM-BY-ROOM INVENTORY

A detailed inventory is not as tough as you think and it will prevent a massive headache if you have to file a claim for lost, stolen, or damaged goods.

## START PACKING YOUR FIRST BOX

This is not the time to get all of your dishes into moving boxes. Start by putting all of your vital documents and valuables into one place. You will be able to identify any important information you do not have and you will never forget which box has all of your critical items.

## SELL OR DONATE

If you have unwanted items, sell or donate them. This is the perfect time to have a garage sale (see page 12 for tips) for the things you no longer need and a great time to follow through on your promise to donate to charity.

## DO A DEEP CLEAN

Not only will cleaning help you organize your belongings but it can increase the odds of getting back your security deposit if you are a renter—or make it easier to sell if you are a homeowner.

## CREATE A BUDGET

Create a budget for moving expenses. Keep these things in mind: moving costs, moving equipment (dolly/ramps), moving insurance, transportation/gas, packing materials, cleaning supplies, furniture, etc.

## 6 Weeks Prior to Your Move



# Research Moving Companies

- · Check out customer reviews
- · Get at least three quotes
- Determine your budget
- You do not have to decide on a company now
- · but you do want to research your options

# Start Collecting Moving Boxes

- Call your local grocery and drug stores to see if they have any free boxes
- Save your Amazon boxes
- If you plan ahead, there is a good chance you can get most of what you need without spending a dime

#### Plan Your Packing

- Determine how you will label your boxes (e.g., "Kitchen: Dishes" or "Office: Books")
- Consider using a color coding system
- See packing tips pages 13-15

# Reserve a Storage Unit

 If you need to use a storage unit because you shipped your items a few weeks in advance or must wait for people to move out of your new home, take the opportunity to reserve space now

# Take A Picture of Belongings

- Taking photos of your valuable belongings will protect you if you have to file a claim
- Plan to take photos of items as you begin to pack-it can trim time off of the unpacking process
- Plan to take pictures of electronics and matching cords before you disassemble

Prior to Your Move

Preparing for a move involves careful planning and organization to ensure a smooth transition. Start by creating a comprehensive moving checklist and timeline to keep track of tasks.



#### Decide on a Moving Company

Finalize your budget, review your quotes, and book a mover. Remember to keep all of your receipts and important dates in your moving binder.



# Get Moving Insurance

With any luck, nothing will be broken or damaged by the time you get to your new home. Just in case, though, you may want to opt for moving coverage to protect your belongings. Your mover's liability for lost or damaged goods will not equal their replacement cost. You may also want to have valuable items appraised.



#### Make Travel Arrangements

Plan your travel itinerary and make transportation/lodging reservations in advance if traveling to your new home.

\*Be sure to leave an itinerary copy with friends or family.



# Buy Packing Supplies

Now is the time to buy any boxes, tape, and other moving supplies.

Your move can feel 10 times easier if you get all the supplies you need up front.



# Refine Your Packing Plan

Make a plan of action and begin labeling boxes according to your system. Save time with your box labeling by picking up a sheet of different colored stickers and assigning each room a color. That way, you will be able to identify what needs to go where quickly and you won't have to hunt for the marker every single time you seal a box.



# Keep Your Receipts

Remember that some moving expenses are tax-deductible (if the move is employment-related), so you will want to save your moving expense receipts for tax deductions, including meals, lodging, and gasoline.

Record expenses incurred during your house-hunting trips.

## 2 WEEKS

# Prior to Your Move







#### **Contact Your Utility Companies**

Contact the following to arrange for services for your new home/coordinate with previous owner:

- Home Security Providers
- Internet and Phone
- Trash
- Cable TV
- Utilities (Gas, Electric, Water)



#### **Notify Others of Your New Address**

- Charge Accounts & Subscriptions
- National & Alumni Organizations
- Past Employers (for W-2 purposes)
- Post Office
- Relatives & Friends
- Retirement Account Info
- Save your old address labels to speed up filling out any change-of-address forms



#### **Confirm Moving Dates**

Confirm important moving dates with any companies you have booked services through (these should already be in your moving binder). Now you just need to verify everything is still scheduled as planned.



#### **Begin Packing**

- You should have your inventory completed, your boxes collected and labeled, and your valuables identified
- Now it's time to do the actual packing



#### **Plan Your Meals**

- Remember, almost all of your items will be in boxes
- Bookmark your favorite takeout menus
- Grab a few frozen items from the grocery store
- Leave a few essentials unpacked so you can still do a bit of home cooking



#### **Schedule Sitters**

- Schedule a babysitter, pet sitter, or both
- Make arrangements to have your kids and pets entertained or at least out of the way while you are loading the truck



#### **Plan A Moving Party**

Invite - or beg - your family and friends to help you move

# 1 Week Prior to Your Move Checklist

<b>Re-confirm moving company or rental truck.</b> You will want to make sure everything is scheduled as planned.
<b>Notify all of your utilities for your current home:</b> gas, electric, water, cable, and phone of your disconnection date (recommend the day AFTER closing).
<b>Disassemble big furniture items.</b> It will save a ton of time if you break down large furniture items like bed frames, sectional couches, and bookshelves before the movers arrive.
<b>Pack your suitcases.</b> Have a suitcase packed for everyone in the family that they can live out of for a few days. Pack essential items like pajamas, comfy outfits for unpacking boxes, toiletries, etc.
<b>Begin cleaning empty rooms.</b> Your home will need to be in clean condition before turning over the keys.
Collect all keys and garage door openers. Collect all keys and garage door openers. You will need to hand these over to the real estate agent, new owner, or next tenants when you move out.
<b>Secure your important documents.</b> Collect all important documents such as passports, birth certificates, marriage license, photo IDs, etc. and designate a safe place for transport.
<b>Take pictures or video of your empty home.</b> You want to be able to prove your house was in good condition when you moved out.
<b>Get Cash.</b> You will want some cash on hand to tip movers and deal with unexpected needs or emergencies.
<b>Schedule a final walk-through of your new home.</b> Make sure you know how to find things like water heater, circuit breakers, and water shut-off values.
<b>Finish packing before moving day.</b> One of the biggest mistakes you can make is to do your packing on loading day. Make sure everything is ready before your movers or rental truck arrives.



- Keep moving materials in a separate place so they do not get packed until you are finished
- Pick up the rental truck if you are moving yourself



DAY

Don't hit snooze! This is definitely one day when you want to wake up on time.

1. CLEAR A PATH

Make sure the people helping you move can get the boxes from your house to the moving truck without tripping over things.

2. CHECK THE PAPERWORK

If you hired movers, make sure to ask for official paperwork from the movers to ensure their identity and that all the details of your move are what you expect. Do not get caught in a moving scam! BE AVAILABLE

Be there to facilitate the loading process. Stick around to answer any questions your movers may have. Be sure to provide your contact information and new address, especially if you need to leave while they work.

ORDER PIZZA OR DONUTS

The best thing you can do for those helping you move is to have everything packed when they arrive. The second best thing you can do is feed them while they help. \*\*Also, don't forget...it is customary to tip your movers.

SIGN THE MOVER'S INVENTORY LIST

Be sure to ask the movers to give you a copy of their official inventory. This will be critical in case something "disappears" during transit and you have to file a claim.

# **Additional Checklist Items**

SAVE YOURSELF TIME, STRESS, AND MONEY BY PREPARING AHEAD OF TIME.

Transfer your bank accounts. Your new bank will be happy to open your account by mail or email.	Ask for professional referrals if available (e.g., doctor, accountant, etc.).
Request records from doctors and dentists, including eye-glass prescriptions, dental, x-rays, and vaccinations.	Make arrangements for transporting your pets and plants (see pages 18-19 for more details).
Pay existing bills and close out local charge accounts.	Draw a floor plan of where your furniture should be placed. This will help avoid confusion for you and your movers.
Transfer insurance policies or arrange for new policies.	Gather all valuables, jewelry, important papers (birth certificates, deeds, and documents) to take with you personally.
Cancel or transfer deliveries, newspapers, garbage collections, etc.	Arrange any special movers, that may be necessary: to move an expensive piano; to break down and move a pool table; or to relocate an aboveground swimming pool.
Check on personal items that might be at the photoshop, in a safe- deposit box, at a neighbor's house, on lay-away, or in a repair shop (e.g., shoe repair, jewelry store, small appliance repair, or dressmaker).	If you are doing a long distance move, pack an arrival kit of necessities just in case you arrive before your movers. *If applicable
Check with your attorney about your will if you are crossing state lines.	Obtain your children's school records to make for an easier transfer.

# GARAGE SALE ITEMS

Decluttering before your move will save you a lot of energy

0	Allow plenty of time (three or four weeks) to prepare for your garage sale.
0	Choose a date that will not conflict with holidays.
0	Weekends vs. weekdays are more convenient for most people.
0	Place a classified ad in the local newspaper. Be sure to include 3-4 items you are selling.
0	Your sale is likely to attract more people if you join together with neighbors in an effort to have more merchandise. Some homeowners' groups are sponsoring neighborhood sales that are proving popular!
0	Take advantage of social media! Share your "ad" on Facebook marketplace, personal Facebook page, and in "classified/yard sale groups."
0	Practical household goods are popular items; adult clothing has less appeal.
0	All items should be cleaned, polished, and in good repair.
0	Merchandise your items attractively in neat, clean surroundings.
0	If you need an idea for pricing items, visit other garage sales in your area.
0	Check with your Homeowner's Association and get the proper license from your county.
0	If you need an idea for pricing items, visit other garage sales in your area.
0	Cluster like items together; place the more desirable items in the back of the garage so browsers are urged to look at other merchandise on their way to the most popular items.
0	Locate your appliance table near an outlet so customers can test the products.
0	Have plenty of bags and boxes for packing and newspapers for wrapping fragile items.
0	Be sure there is adequate parking and a space to load heavier items.
0	Post a notice stating that you only accept cash and that all sales are final.
0	Have plenty of change in a cash box that is kept in a protected spot. Keep a record of sales, especially when there are several sellers. One recording method that is simple and efficient is to use small white stickers for prices. When an item is purchased, remove the sticker and place it next to the name of the seller on a piece of paper.
0	On a hot day, have ice water or lemonade available so people will stay longer, and on a cold day serve hot chocolate.
0	If your home is on the market, keep "for sale" flyers available for people to take.
0	Provide directional signs to your property.
0	Tell your real estate agent about some of the major items in your sale. She/he may have a client looking for just that thing! One person's trash is another's treasure! Page 12



# **PACKING TIPS**



Packing efficiently is key to a successful move. Here are some essential tips to help you pack like a pro:

Carry all valuables with you. Do not pack jewelry, documents, coin/stamp collections, or anything that will be difficult to replace. The contents of a safety deposit box can be moved for you by your bank.	Label each box with its contents, which room it should go in, whether it is fragile, and whether it should be loaded last (so as to be unloaded first). This will help you and your movers know where every box belongs in your new place.
Use the right size boxes. Pack books and other heavy items in small boxes. Alternate bindings and wrap valuable books separately. Light items, like linens and pillows, can be packed in bigger boxes.	Use strong containers that are in good condition and can be secured tightly with twine or strapping tape. These can usually be purchased from your moving company, Amazon, home improvement stores, etc. Purchase special boxes for dishes, wardrobe, and other special items.
Do not load more than 50 pounds into any one box and make sure that the weight is evenly distributed.	Numbering each box and keeping an inventory list in your moving binder is a good way to keep track of what you have packed—it can also ensure that you have everything when you unpack.
Pack very light items (light clothing, linens, etc.) in drawers of nightstands, dressers, etc., but do not overload them.	When packing dishes, put packing paper around each dish, then wrap five or six together with more paper. Pack dishes on their sides, never flat. Use plenty of bunched-up paper or bubble wrap as padding. Use a box with cardboard dividers to help protect glasses.
Cushion contents with newspaper or other packing material to prevent breakage. Use newsprint paper or tissue paper for items that might be soiled. Towels and cloth napkins are great for wrapping fragile items.	Remove all breakables and liquids from drawers and pack them separately. Seal medicines and liquids to prevent leaking and pack them in a leak-proof bag or container.

# Pro Tip:

Pack your suitcases. You can get away with packing heavy things in suitcases since their wheels make them easy to move. Use suitcases to pack things that aren't easily transported in boxes, such as books and heavy serving dishes.

# **More Packing Tips**

#### **ARTWORK & PICTURES**

If you are moving expensive art, ask your mover about special crating. Understand exactly how to pack artwork for moving to keep it safe. You should never wrap oil paintings in regular paper; the paper will stick. When you pack pictures for moving, make an X with masking tape across the glass to strengthen it and to hold it together if it shatters. Then, wrap the pictures in paper or bubble wrap and put them in a frame box with a piece of cardboard between each framed piece for protection.

#### GETTING THE MOST OUT OF YOUR BOXES

- Put heavier items on the bottoms of boxes, lighter items on top. And if you are loading the truck yourself, pack your heaviest boxes first, toward the front of the truck, for balance.
- Leave your clothes on the hanger, group them, and wrap them in large garbage bags or hang them in a wardrobe box.
- Do not leave empty spaces in the boxes. Fill in gaps with clothing, towels, or packing paper. Movers often will not move boxes that feel loosely packed or unbalanced.
- Avoid mixing items from different rooms in the same box. It will make your packing quicker and your unpacking a lot easier, too.
- Tape your moving boxes well. Use a couple of pieces of tape to close the bottom and top seams. Then, use one of the movers' techniques—make a couple of wraps all the way around the box's top and bottom edges, where stress is concentrated.

Leave your clothes on the hanger, group them, and wrap them in large garbage bags or hang them in a wardrobe box.

Use pots to hold small items. Instead of wasting additional boxes for small kitchen items like spices and gadgets, fill your large pots and other sealable containers with them. You'll save a ton of space.

Wrap a small bit of plastic wrap around things that might spill. Prevent spills in transit by using plastic wrap to secure the lids of soap, shampoo, cleaning supplies, and other items you do not want poured out all over your things.

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# Almost Finished Packing

Doing the prep work ahead of time will save you headaches in the long run.

- While your TV and computer are still plugged in, take a picture of the back of them so you will remember how to set them up later. It can be difficult to remember where all of those wires go.
- Put together a moving essentials bag. Pack a small duffle bag or suitcase with the items you'll need access to during your move and right after you've arrived at your new place. This may include items, such as: important documents, medications, chargers, basic toiletries, first aid kit, a couple of changes of clothes, etc. See next page for comprehensive list.
- Leave out some basic cleaning supplies. Hopefully you've already done your deep clean, but even so, you should still keep basic cleaning supplies available for any unexpected touch ups. A broom, dustpan, and container of sanitizing wipes should be sufficient. Just like your essentials bag, keep your cleaning supplies somewhere separately so they won't get loaded onto the truck—your car or a closet should be fine. Once the boxes are cleared out and the space is empty you'll be able to see if any last-minute cleaning needs to get done.
- Remember to pack the things you use the most last.



# Remember these things for moving day:

- On moving day pack a cooler. Stock a cooler with easy-to-grab items that can keep your strength up throughout the day, like water bottles and quick snacks. Move it with you in the car instead of the moving truck, so you can access it whenever you need to.
- Make sure your phone is fully charged. You probably won't have a lot of time to play games on your phone on moving day, but you should still be conscious of having a full charge. You never know if you might get lost on the way to your new place or need to coordinate timing with your movers. Keep your phone plugged in the night before your move. Store your phone charger in your essentials bag so in the event you do drain your battery, blasting your moving day playlist, you can easily charge it again.

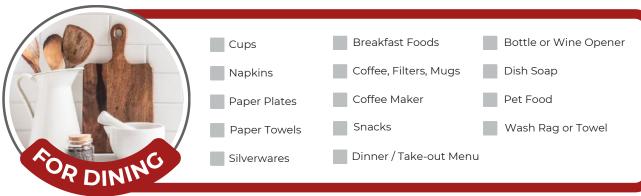
#### **MOVING DAY ESSENTIALS**

#### FIRST NIGHT IN YOUR NEW HOME

THESE ARE MUST HAVES TO HELP YOU ENJOY YOUR FIRST NIGHT IN YOUR NEW HOME

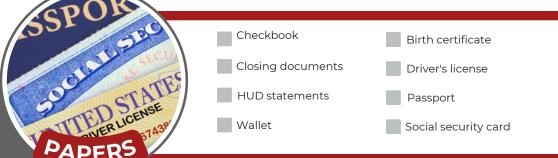








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#### **MOVING WITH PETS**

#### CATS AND DOGS

• Cats and dogs can either be shipped by air or taken along in the car. If you are flying to your new destination, your cat or dog can ride in the baggage compartment. Your pet will need a health certificate from your vet. Call the airline in advance to find out about special boxes they may have. If you are going to make a container for your pet, make sure that the container complies with airline regulations. It is a good idea to put a piece of clothing with your scent in the animal's box so he/she feels more at home.

• If you are not flying with your pet but are having him/her shipped by air, make sure that someone is on the other end to pick your pet up at the airport and take care of him/her until you arrive. The easiest way to care for your pet before your arrival to your new location is a kennel. Many kennels can take your pet several days before your move.





- Think twice about taking your dog or cat with you on a long cross-country trip. Not only can animals get car sick, but being cooped up in a car all day can make them nervous and upset. They must be fed and have plenty to drink (make sure that you take along a water dish. They have to make "rest stops" and they have to be on a leash to keep them from running off anytime the car door is opened.
- Some motels and hotels do not allow pets. Others have special facilities for handling travelers' pets. Call in advance and check out the available literature on hotels along your route. National chains usually publish such information.

#### **SMALL ANIMALS**

Hamsters, birds, mice, and such can be transported in the family car fairly easily. Make sure that the animals have enough food and water in their cages and are out of drafts or extreme temperatures. Cover cages with a cloth to keep the pets quiet and restful.

FISH

It is not practical to move fish in their aquarium. A gallon of water weighs eight pounds. If you aren't too attached, consider giving the fish to a friend and restock the aquarium when you arrive at your new home. If you have a large tank, book ahead to have a professional move and install your tank.







"If I haven't given you an AMAZING experience, I haven't done my job.
-Hope

