

And Donna Johnson-Phillips with Foxfire Realty (352) 843-1988

Simple Steps to Manage Your Move

Hire a moving company

Using recommendations from people you know and organizations like the American Moving and Storage Association (AMSA) and the Better Business Bureau, hire a moving company. Be sure to get competitive bids first. Look to hire a company six to eight weeks before your move.

Take inventory

Make a list of the belongings you plan to move and their worth, to better track them. Use your video camera or mobile phone to take electronic inventory.

Get additional insurance, if needed

Look into how much insurance coverage your mover and your homeowner's insurance company provide for your belongings during your move, and if need be, purchase additional insurance from your mover or from a third-party insurer.

Cut back

The less stuff you own, the less you'll have to move. Whittle away at your possessions through garage sales, online selling or by donating items to charity.

Get supplies

Moving requires plenty of boxes, packing tape and protective packaging like bubble wrap or crumpled newspaper. Try to get used boxes and newspapers from friends and family and from local stores, and if you have to, buy fresh supplies. Don't forget markers and labels to clearly identify what's in which box.

Quick Tips

- ✓ Make color coded labels for each room in your new home. Pack & label your boxes in the rooms they are going to at your new home, not where they are coming from.
- ✓ Pack an essentials box of items you will need when you first move in. Items to include:
 - Toilet paper, tape, scissors, utility knife, handsoap, dishsoap, kitchen sponge, hand towels, cleaning supplies, garbage bags, flashlight, matches, emergency kits with bandaids, snacks & beverages, cups & plates.
- ✓ Use your suitcases to pack clothes you will need to wear immediately after your move.



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Be organized

Working several weeks before your move, map out which items will be moved to which room in your new place. Pack items according to in which room they'll be placed. Pack heavier items first, placing lighter items on top. Pack breakables in their own boxes, clearly noting "fragile" on the box.

Separate valuable items and important documents (e.g., jewelry, birth certificates, bank statements, etc.) and place in a fire-safe box. If you can, personally move them yourself.

Pack items you'll need right away in your new home (e.g., toiletry, medicines and clothing) in a separate box and make sure you can find it easily once you've relocated.

Stop services

Set a date to have utilities and other services (cable, magazine subscriptions) terminated at your old place.

Start services

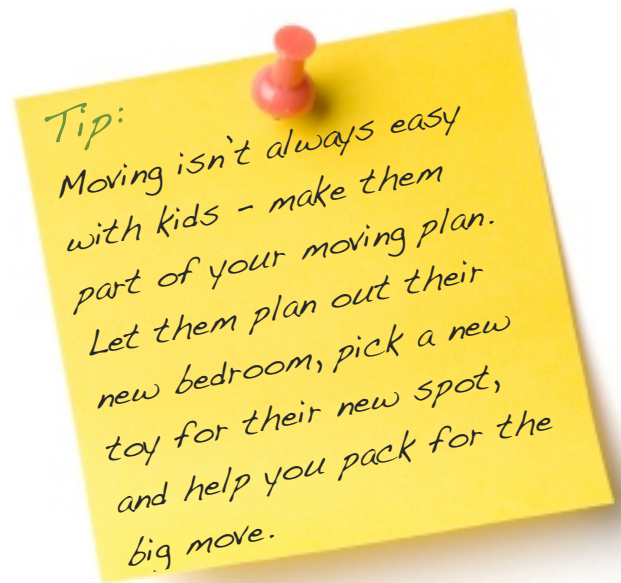
Make preparations so that needed services (phone, cable, utilities, mail service) are up and running when you move into your new home. Register with or locate new doctors, schools, babysitters, etc., in your new location.

Notify

Let the United States Postal Service, friends and family, schools, employer, your bank, your lender, your credit card company and other businesses who serve you know of your change of address.

Unpack

If you have the time, give yourself at least a day or two to unpack and settle in to your new location before diving back into your job and daily routine.





Moving Checklist

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Getting Prepped

- Take inventory of what you own
- Get estimates and arrange movers
- Get moving supplies - boxes, tape, bubble wrap & newspaper
- Get moving insurance (if necessary)
- Make a plan to involve the kids
- Make a pet plan



Stop/Start Services

- | | |
|---|--|
| <input type="checkbox"/> Water | <input type="checkbox"/> Post Office |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Magazines & other publications |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Financial Institutions- Credits Cards & Other Bills |
| <input type="checkbox"/> Trash | <input type="checkbox"/> Auto Finance Company |
| <input type="checkbox"/> Cable | <input type="checkbox"/> Department of Motor Vehicles |
| <input type="checkbox"/> Telephone (Home & Wireless) | <input type="checkbox"/> Social Security Administration |
| <input type="checkbox"/> Insurance Company | <input type="checkbox"/> State/ Federal Tax Bureaus |
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Tax Assessor |
| <input type="checkbox"/> Doctors, lawyers & other professional services | |