

Two Months Before

- ❑ **Purge:** Time to lose what you don't need. Go through everything you have to determine what is essential and what can go. It can help to organize this effort by going through one room at a time.
- ❑ **Get your quote:** Contact Meelheim's to schedule an on-site estimate of your items to be shipped and get our detailed quote in writing for your move.
- ❑ **Organize:** Create a binder to organize your move. Use this binder to keep your move estimate, an inventory of your possessions as you pack (note about any items you have that may require special packing or extra insurance coverage) and any other papers associated with the move.
- ❑ **Prepare:** Contact your children's school to arrange to have their records transferred to their new school district.

Six Weeks Before

- ❑ **Order packing supplies:** Get boxes (including any special boxes you may need, such as for flatscreen TVs), packing tape, bubble wrap, packing paper, and permanent markers. You may also need specialty containers, such as dish barrels or wardrobe boxes.
- ❑ **Plan your new home:** Consider where everything you have now will fit into your new home. Take measurements, and check room dimensions at your new home, if possible, and consider how pieces of furniture will fit in various rooms.

One Month Before

- ❑ **Confirm your moving arrangements with Meelheim's.** Be sure to get our written confirmation of your moving date, costs, and other details.
- ❑ **Inform your Post Office.** Fill out a change-of-address form, or do it online at usps.gov. To ensure you don't miss anything, however, ask a close neighbor to look out for mail after you've moved.
- ❑ **Notify everyone else.** Alert your employer, your banks, and your brokerage firms. Don't forget to inform any magazines, publications you subscribe to, as well as credit card, insurance, and utility companies or other organizations from whom you receive communications.
- ❑ **Forward medical and dental records.** Arrange for medical and dental records to be sent to any new health-care providers or obtain copies of them yourself.
- ❑ **Start packing.** Begin with any items you are already simply storing in your house, and then move to things that you won't need access to before the move. Anything you can do without until after the move is good to pack now (such as rarely used appliances and off-season sporting equipment).
- ❑ **Label.** Clearly label and number each box with its contents and the room it's destined for. This will help you to keep an inventory of your belongings. Pack and label "essentials" boxes of items you'll need right away.
- ❑ **Separate valuables.** Create a 'safe' box for items such as jewelry and important files that you will transport personally to your new home. Your moving binder can go in this box. You'll need it for reference on moving day.

Two Weeks Before

- ❑ **Arrange to be off from work on moving day.** Notify your office that you plan to supervise the move and therefore need the day off.

- Tune up. Take your car to a garage, and ask the mechanic to consider what services might be needed if you're moving to a new climate.
- Clean out your safe-deposit box. If you'll be changing banks, remove the contents of your safe-deposit box and put them in the safe box that you'll take with you on moving day.

One Week Before

- Refill your prescriptions. Get refills on any prescriptions you'll need during the next couple of weeks. You don't want to have to deal with that in the days immediately prior or after your move.
- Pack your suitcases. To make life easier during your transition, pack suitcases as though you were going on vacation. Use your suitcase packing for any items you may need right up to the last day and in the first few after the move.
- Finish your normal packing. All of your other packing should be completed at least two days prior to the move. This leaves a margin of error in this final week, in case you run behind or pack something you later realize you need access to.

A Few Days Before

- Defrost the freezer. If your refrigerator is moving with you, make sure to empty, clean, and defrost it at least 24 hours before moving day.
- Double-check the details. Review the moving plan Meelheim's has prepared for you, including arrival time and other specifics. Prepare exact, written directions to your new home for the staff, including your cell phone number so you can be reached during the move.
- Prepare a short note for the new residents of your home that includes your name, new address and contact details, so that they can contact you if necessary and to forward any mail that inadvertently arrives there. Be sure to make arrangements for transfer of keys to the new residents.
- Plan for the payment. If you haven't already arranged payment with a credit card, get a money order, cashier's check, or cash for payment.

Moving Day

- Start your day. Make sure you're up on time and strip all of your bedding. Meelheim's will disassemble your beds.
- Give the written directions you have prepared to the moving supervisor. Provide any specific direction you are looking to give and bring up any special concerns.
- Leave the note you prepared for the new residents in a prominent place, such as a kitchen counter.
- Leave any keys for the new residents according to your prior arrangements.
- Final checks. Make sure you have your safe box in your vehicle and that you are properly fueled for your trip. Make sure you haven't left anything unpacked. Go through each room of the house to be sure there are no surprises. Switch off all lights and lock up the house.
- Relax. Meelheim's has you covered.