



# PERSONAL MOVING GUIDE

King's Transfer Van Lines

www.kingstransfer.com

## Moving Checklist

### TRANSFER

- House/Car Insurance, ect
- Club Memberships
- Bank Records
- Legal Contracts
- Medical Records
- School Records
- Veterinarian Records
- Dental Records

### NOTIFY

- Post Office
- Bank
- Vehicle Registration Bureau
- Government
- Friends/Family
- Mail Order Accounts
- Subscriptions
- Property Management Company

### DISCONTINUE

- Electricity
- Water Service
- Internet/Cable/Telephone
- Garbage/Recycling/Compost
- Gas/Fuel/Oil
- Lawn/Snow Service
- Newspaper Delivery
- Household Cleaning Service

## 4 Weeks Before the Move

Tour your house including the attic, garage, storage shed and decide which items should be discarded or donated to charity.	Contact your King's Transfer Agent and request an accurate estimate of your moving charges.	Begin to use up frozen food and staples. Buy only what will be used before moving.	Make your travel reservations for the trip- airline, hotel, rental car.	Arrange to transfer your records; i.e. school, medical, etc.
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## 3 Weeks Before the Move

Arrange for transportation of pets including kennels. Check with your veterinarian.	Start preparing your plants for the move. Refer to plant brochure from your Atlas Agent.	Return library books, and other borrowed items. Collect anything lent or out for repairs.	Dispose of flammables- paint matches, pressure cans, cleaning fluids, etc.	Notify post office, mail order accounts, etc. of your pending change of address.
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## 2 Weeks Before the Move

Draw up a floor plan of your new home and indicate furniture placement. It makes moving in twice as easy.	Set a date with a reliable service firm to prepare your appliances for moving. Check with your Kings agent for recommendations.	Start packing if you have planned to do some of it yourself. Refer to the packing brochure from your King's Agent.	Arrange a babysitter for moving day.	Plan to discontinue utilities, delivery services, etc.
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## 1 Week Before the Move

Prepare for your car trip. Finish packing all suitcases and basic essentials. Plan to carry valuable documents, currency, and jewelry with you.	Drain water from garden hoses and oil/fuel from lawn mower and other machinery.	Defrost and wipe fridge and freezer. Do not overlook the defrost water pan.	Take down curtain rods, shelves- items that are attached to walls. Dismantle large power tools.	Confirm that you have important papers, keys, medication, plane tickets and appropriate clothing from your trip.
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### PACKING DAY

Have a clear workspace available for packers, point out (a) fragile valuable items; (b) items you will be taking with you; (c) anything to be left for new owners.

### MOVING OUT

Plan to stay home until the moving van has left. Tour house with van operator during inventory, sign Bill of Lading, confirm new address and delivery date, and destination contact information. Do final check for overlooked items.

### MOVING IN

It is a good idea to be at your home a day ahead of the moving van to verify the utilities being connected. Check items unloaded with inventory.