

# HOME-TO-HOME<sup>SM</sup> BETTER MOVE PLANNER

▲ A checklist for planning your move.

## Pre-planning is the secret to a good move.

A good moving plan involves setting three important dates ... for packing, loading and delivery to your new home. These three dates form a framework for your plan.

If possible, allow a time-span of 30 days. This will let you schedule your activities wisely.

Choose your moving day carefully. Avoid peak periods if possible: the first few days of the month, and the last few days of the month. These are the times when everyone wants to move.

A good checklist is essential. Start planning early, and you'll be surprised how smoothly things go.

## Pre-Planning

- Have an inventory session. Decide what to move, what not to move.
- Make arrangements for trip (hotel/airline reservations, routing, etc.).
- Schedule a moving sale for items you won't move. Donate other items to charitable organizations (get receipt for tax records).
- Arrange for packing. We recommend you have North American do it for you. If you pack yourself, the special cartons you will need are available from northAmerican.
- Gather personal records: medical, dental, school, birth, baptismal, marriage, etc. Arrange to send transcripts of school records in advance to new schools.
- Close local department store and other charge accounts.
- Arrange with employer to forward tax withholding forms.

## Make arrangements to discontinue:

- Newspaper delivery
- Water softener service
- Electricity (the day after you move; check for refund)

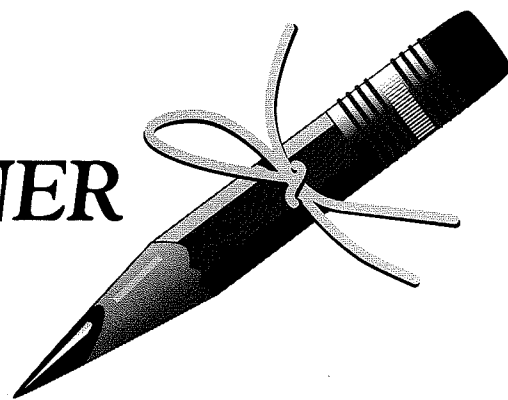
- Water service
- Gas service (check for refund)
- Telephone service (the day after your goods are loaded)
- Fuel or oil delivery
- Garbage collection
- Diaper service
- Lawn/pool service
- Internet service
- Make advance arrangements for these services in your new location.

## Notify others of your change of address:

- Post office
- Social Security office (*U.S. only*)
- Insurance companies
- Credit cards
- Magazines
- Friends and relatives
- Mail order accounts
- Health Canada (*Canada only*)
- Human Resources Canada (*Canada only*)
- Provincial Social Services Ministry (*Canada only*)
- Other

## Just before you move

- Fill and transfer prescriptions for family and pets. Pack them to travel with you.
- Arrange for shipment of plants and pets. Get immunization records for pets.
- Safely dispose of or give away all flammables (paints, paint removers, propane tanks, etc.) as they cannot be moved due to federal DOT and Transport Canada regulations.
- To prevent possible problems, such as mildew, thoroughly air-dry your refrigerator and freezer. Arrange for disposal of frozen foods (sell, give away, or eat). Clean oven.
- Transfer checking and savings accounts.



- Drain fuel and oil from lawnmowers and other power equipment.
- Drain garden hoses.
- Pack items to be carried in car. Label "Do Not Move."
- Gather valuables from safe deposit box, drawers, jewelry cases, personal records, etc. Valuable items like these should travel with you ... not in a moving van.
- Send clothing, draperies, curtains, rugs out for cleaning and leave in wrapping. Take down curtain rods, shelves, TV antenna.
- Have car serviced for trip and have proof of insurance in car.
- Other

## Moving Day

- Remember to pack a box of the basics you'll need on move-in day (tools, paper products, all-purpose household cleaners, etc.). Be sure to have it loaded last so that they will be first off at your new home.
- Pack suitcases for trip.
- Remove all bed linens.
- Be available to check items on inventory sheet.
- Conduct a last minute walk-through with your van operator. Make sure windows are closed, closets empty, lights out and doors locked.

## Delivery Day

- Be available to check off items on the inventory as they are removed from the van.



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RELOCATION SERVICES

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