



LAFFEY  
REAL ESTATE

# MOVERS GUIDE

A Complete Guide to help you to your next home



# YOU'RE MOVING!

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We're excited about your fresh new start!

Moving often goes hand in hand with life's major milestones—whether it's setting up your first apartment, purchasing a new home, upsizing, or downsizing. The process itself can feel overwhelming. The good news? It doesn't have to be. With a little planning, some smart preparation, and a touch of organization, you can take control and make your move a smooth, successful one. That's exactly what this Moving Guide is here for. Designed as a set of easy-to-print pages, it's your all-in-one resource for turning a chaotic process into a well-managed project, with sections that break the move down into clear, actionable steps.



# MOVING TIMELINE



There are many steps you need to take prior to your move. To maximize the use of your time and make your move easier, Here's is an easy moving timeline that will allow you to move efficiently, and with as few obstacles as possible.

## 8 WEEKS BEFORE

- Purge before packing.**  
Eliminate clutter and get rid of unnecessary items. Consider having a yard sale, donating to charity, or offloading the items online.
- Create a budget for your move.**  
Figure the cost of moving supplies, truck rental and any new items for your home. Create a moving binder to hold all of your moving-related paperwork.
- Begin packing.**  
If you begin packing slowly over the course of two months, you can avoid trying to pack everything at the last minute, which can be extremely time-consuming and can create undue stress. Do one room at a time over the weeks leading up to your move. Pack the bedroom and a box of kitchen and first-night supplies last.
- Make reservations.**  
Call and reserve your moving equipment and schedule your moving helpers, if needed.

**MOVING TIP:** In addition to labeling boxes with their contents, label what room they'll be going in. Color coding rooms and their respective boxes can help too.



## 4 WEEKS BEFORE

- Transfer services.**  
Call your utility, Internet and cable companies to transfer services to your new home.
- Notify the appropriate companies of your change of address.**  
Make sure your mail will be going to the right place. Submit a change of address form online or stop by your local post office. Don't forget to change the address that's on file with credit card companies, vehicle loans, and insurance agents. (Use our Whom to Notify When You Move checklist to help with this task).
- Cancel local newspapers and other regular deliveries.**  
Switch magazine subscriptions, newspapers, and catalogs to your new address.
- Put items in storage.**  
If you have large pieces of furniture that will not be going into your new home, and that you don't plan to sell or give away, rent a storage unit. Now is the time to pack them away.

# MOVING TIMELINE



## 2 WEEKS BEFORE

- Confirm everything.**  
Call and confirm your truck rental and moving help. Make sure they will be where you need them at the right time.
- Pack a box with essential items.**  
Most likely, unpacking every box won't be done by the first night of move-in. Pack a box of essentials such as shampoo, a change of clothes, a toothbrush, clean sheets and a towel, and label this as your "First Night" box. This will eliminate the frustration of digging through boxes when you're getting ready to go to bed your first night.
- Inspect your house and make any final repairs.**  
The last thing you want to worry about post-move is problems with your old home. Do a final inspection and walk through the entire place to make sure everything is in good working condition.

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**MOVING TIP:** Set aside extra time to pack the fragile items, such as glassware. It will take longer to pack these items carefully so that they don't break during the move. Bubble wrap and cushion foam are some items that will help.



## 2 DAYS BEFORE

- Do laundry.**  
No one wants to move dirty clothes from one place to another. Laundry just becomes an extra task for you after moving into your new home.
- Clean your old home.**  
Now that nearly everything is packed and ready to go, you can get your home ready for the new residents. Wipe down the windows, sweep the floors and vacuum the carpets.

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**MOVING TIP:** Small tasks are easily forgotten when moving. Set important dates and reminders as alerts on your phone or on your calendar.

# MOVING TIMELINE



## MOVING DAY

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- Energize!**  
Eat a balanced breakfast and have plenty of water and snacks on hand to keep you going. It's the big day. You'll be on the go for the better part of it.
- Pick up your equipment.**  
Go to the location where you have made your moving truck reservation. Arrive 15 minutes early or check in online to account for potential lines or delays. If you've hired a moving crew, make sure everything is ready to go before they arrive.
- Take care of any children and pets.**  
Whether you're dropping them off at a babysitter or keeping them busy in another room, make sure you have the proper arrangements ready to go for your children or pets.
- Make copies.**  
Make copies of moving receipts and statements for future reference and taxes. Or just tuck them away in the pocket of your moving binder.
- Keep calm and breathe.**  
Remember to take your day one step at a time and allow yourself time to take a break if needed. Keep yourself hydrated and have a positive attitude. This will make sure your move runs smoothly.



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Follow this checklist leading up to moving day to ensure that you are prepared for your move. Moving is a multi-step process; remember to take it in stride and minimize stress by planning efficiently.

# MOVING COMPANY CONTACT SHEET

There are many decisions you'll make during a move, including the choice to either hire a professional moving company or do it all yourself. If you're leaning toward professional movers, start by asking friends or family for recommendations. Then use this contact sheet to make and organize your inquiries. (Print out one sheet for each company you reach out to). Don't forget to reach out to your insurance agent to make sure you understand your homeowners or renters insurance and what kind of coverage it may offer during your move.

**COMPANY NAME** \_\_\_\_\_

**Company Contact:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**How long has the company been in business?** \_\_\_\_\_

**Are their movers employees, or do they contract out?** \_\_\_\_\_

**Are workers adequately insured?** \_\_\_\_\_

**What is the company's Department of Transportation License number?** \_\_\_\_\_

**Date of in-home estimate:** \_\_\_\_\_

**Estimate:** \_\_\_\_\_

\_\_\_\_\_

(Make note of what is included in the estimate. Whether it's "binding" (a guaranteed price) and what might warrant additional charges.)

**References:** \_\_\_\_\_

**Scheduled/Available Move Date:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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**TIP:** Do an initial screen of the company at the Better Business Bureau, says the U.S. Department of Transportation's consumer protection site, [ProtectYourMove.gov](http://ProtectYourMove.gov)

**TIP:** Confirm a company's license at [www.protectyourmove.gov](http://www.protectyourmove.gov). You can also check complaint records there, too.

# WHO TO NOTIFY WHEN YOU MOVE

## A Change of Address Notification Checklist

When you move, people will want to know about it—and not just the friends and family who are usually excited to hear what you're up to. You'll also need to notify the service providers, organizations, and government agencies that rely on the most up-to-date information to serve you best. To make sure you don't miss anybody, we asked MyMove.com, the Internet resource for stress-free moving, to put together a handy checklist.

### PROFESSIONAL SERVICES

- Attorneys and Accountants
- Tax Assessors
- Insurance Company
- Doctors, Dentists, Pharmacists, and Other Medical Professionals
- Veterinarian
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



### COMMUNITY

- Friends and Family
- Employer
- Schools

**TIP:** Don't forget to sign up for new vehicle stickers and residential parking permits, if applicable.

- Alumni Associations
- Charity and Nonprofit Organizations
- Church Clubs and Organizations
- Pet Licensing (Varies by County)

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### HOME SERVICES + UTILITIES

- Telephone, Internet, and Cable Services
- Gas and Electric
- Home Security Company
- Magazine, Newspaper, and Periodical Subscriptions

**TIP:** Most magazines and periodicals suggest notifying them about an address change six weeks in advance of the move to avoid missing an issue.

- Other Home Delivery Services (e.g., Bottled Water)
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# WHO TO NOTIFY WHEN YOU MOVE

## A Change of Address Notification Checklist

### FINANCES

- Banks, Credit Unions, and Loan Companies
- Credit Cards and Charge Accounts
- Finance Companies and Car Loans
- Financial Aid Office
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- \_\_\_\_\_
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### TRANSPORTATION

- Airline Frequent-Flyer Programs
- Emergency Road Service
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- \_\_\_\_\_
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### GOVERNMENT AGENCIES

- U.S. Postal Service

**TIP:** The USPS will forward mail addressed to your old residence for a full year. That should be plenty of time for you to update everyone else!

- Internal Revenue Service

**TIP:** As an additional security measure, not all post offices forward government checks. If you move after filing a tax return but before you get your refund, you will need to fill out Form 8822 and send it to the IRS.

- Citizenship and Immigration Services (non-citizens)

- Department of Veteran Affairs

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### OTHER

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- Voter Registration

**TIP:** When you change your address, your old voter registration card won't be valid anymore, even if you stayed in the same state. Make sure you get a new one so you go to the right polling place and can vote without any holdups.

- Department/Registry of Motor Vehicles

**TIP:** Many states require by law that you notify the Department of Motor Vehicles about a change of address. Deadlines vary: Virginia requires notification within 30 days of the move, while California needs it within 10 days!

- Social Security Administration

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# TAKE A HOME INVENTORY



Taking stock of your possessions is an important part of any move. Doing it with a home inventory can help bring order to the flurry of purging and packing activities that can otherwise overwhelm the process. Print this list out to help you catalogue items as you pack up each room. And keep it in a safe place (with receipts, if you have them) once you arrive at your destination; a home inventory can prove invaluable in the event that you ever have to make an insurance claim. If you prefer to create a digital inventory, try a smartphone app like Digital Locker, which lets you create a digital inventory and either save it on your smartphone or back it up to the cloud.

## LIVING ROOM

Original Price

Year of Purchase

Model or Serial #

	Original Price	Year of Purchase	Model or Serial #
Carpeting / rugs			
Sofas			
Coffee table / side tables			
Table & chairs			
Media center			
Shelves			
Curtains / blinds			
Lamps / light fixtures			
Art / clocks / wall décor			
Fireplace fixtures			
Miscellaneous items			

**TIP:** Take photos and video of every room, focusing on any significant items.

## BATHROOM(S)

Original Price

Year of Purchase

Model or Serial #

	Original Price	Year of Purchase	Model or Serial #
Cabinets / chests			
Mirrors			
Room décor			
Bath towels			
Clothes hamper			
Medicine cabinet contents			
Hair dryers / curlers			
Electric shavers			

**TIP:** Consider using towels or other linens to wrap household items.

# TAKE A HOME INVENTORY



## KITCHEN + LAUNDRY

	Original Price	Year of Purchase	Model or Serial #
Cabinets / shelving			
Table & chairs			
Dishware / flatware / glassware			
Pots / pans			
Clocks / wall décor			
Refrigerator			
Stove			
Microwave			
Dishwasher			
Electrical appliances			
Washer / dryer			
Ironing board			
Steamer			
Vacuum cleaner			

**TIP:** Don't forget items behind pantry doors, in cabinets and in any drawers.

## ELECTRONICS

	Original Price	Year of Purchase	Model or Serial #
Television #1			
Television #2			
Camera / video equipment			
Computer / laptop			
Computer accessories (printer, external hard-drives)			
Speakers/stereo system			
DVD player			
Telephones			
Mobile phone			
Tablet (iPad, Kindle, etc.)			
Video game systems			

**TIP:** Take a picture of how cords are connected to electronics so you can reconnect them easily later.

# TAKE A HOME INVENTORY



## FAMILY ROOM + OFFICE

Original Price

Year of Purchase

Model or Serial #

	Original Price	Year of Purchase	Model or Serial #
Art / clocks / wall décor			
Carpeting / rugs			
Sofas			
Curtains / blinds			
Table & chairs			
Desk & contents			
Bookcases			
File cabinet			
Media center			
Lamps / light fixtures			

**TIP:** Don't overlook small but potentially valuable items, like personal collections.

## DINING ROOM

Original Price

Year of Purchase

Model or Serial #

	Original Price	Year of Purchase	Model or Serial #
Rug			
Table			
Chairs			
China cabinet / buffet			
Curtains / blinds			
Silverware			
China			
Glassware			
Tablecloths / napkins			
Art / wall décor			
Lamps / light fixtures			

**TIP:** Tape doors of cabinets or other furniture closed for the move.

# TAKE A HOME INVENTORY



## BEDROOMS

	Original Price	Year of Purchase	Model or Serial #
Bedframe			
Mattress			
Linens			
Nightstand			
Dresser			
Jewelry			
Bookcase			
Desk			
Chair			
Mirror			
Lamps / light fixtures			
Closet accessories			
Clothes / shoes			

**TIP:** Check in with your insurance agent about valuables – jewelry, for instance – to make sure your coverage limits are adequate to cover a potential loss.

## GARAGE + OUTDOORS

	Original Price	Year of Purchase	Model or Serial #
Sporting equipment			
Tools			
Lawn mower			
Ladders			
Work bench			
Grill / barbecue equipment			
Storage equipment			
Lawn furniture			

**TIP:** Drain fuel from any power equipment before your move.

# TAKE A HOME INVENTORY



## BASEMENT + ATTIC

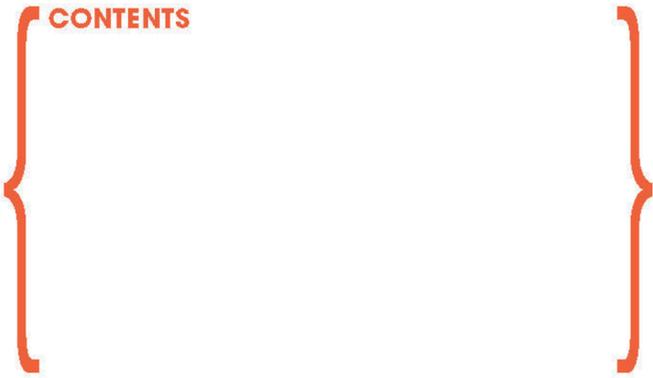
	Original Price	Year of Purchase	Model or Serial #
Exercise equipment			
Toys / games			
Trunks / luggage			
Sporting equipment			

**TIP:** Purging sentimental toys before a move may make it harder for kids to deal with what might already seem like a huge change—the move itself.

## MISCELLANEOUS ITEMS

	Original Price	Year of Purchase	Model or Serial #

# KITCHEN



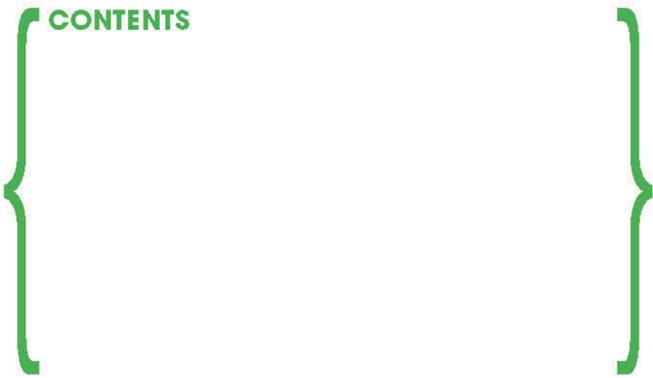
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# MASTER BEDROOM



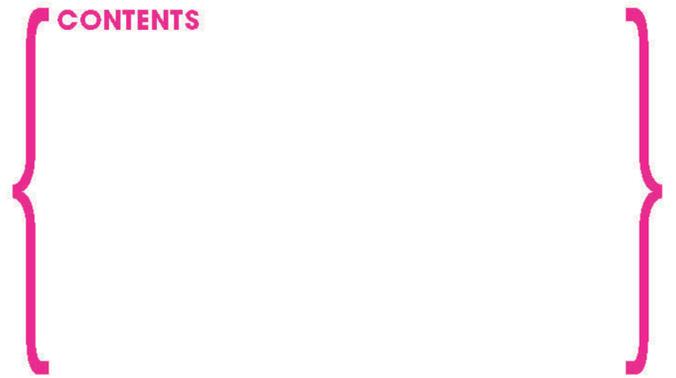
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# BATHROOM



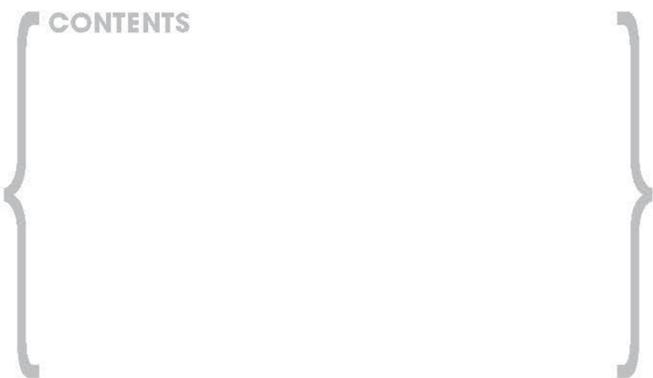
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# LIVING ROOM



BOX # \_\_\_ OF \_\_\_

# DINING ROOM

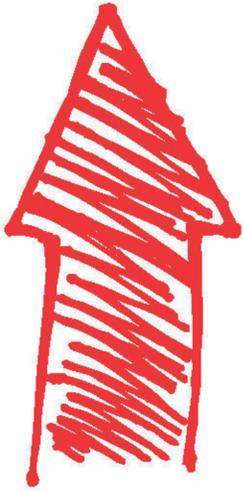


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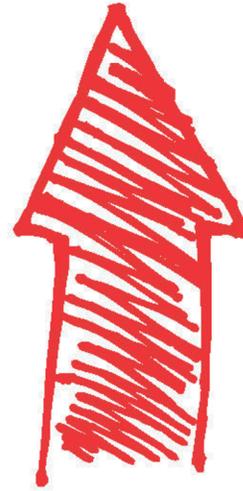
# BASEMENT



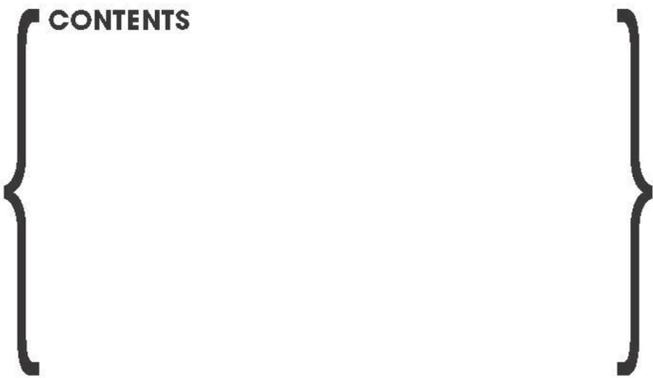
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**FRAGILE**



**FRAGILE**



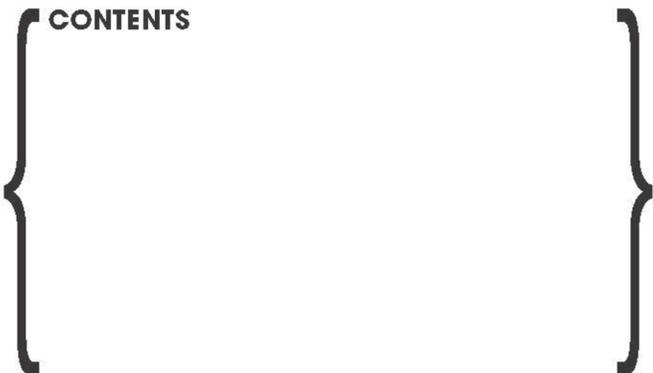
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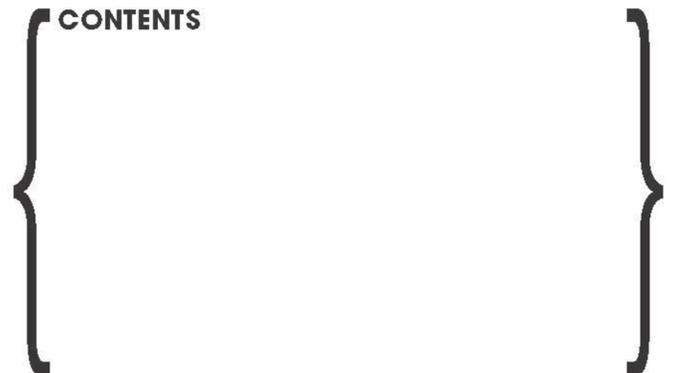
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**CONTENTS**

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**CONTENTS**

BOX # \_\_\_ OF \_\_\_

# FIRST NIGHT - TIPS

## Settling In and Making Your New Place Feel Like home

### **Congratulations on your new house!**

Get ready to embark on an exciting journey toward making your house a home. Whether it's your starter home or your dream house, this home will likely play a key role in your life, so here are some tips to help get you started.

### **PREPARING FOR THE FIRST DAY/NIGHT**

Planning is essential to a successful move. As you pack up, create two "first day" boxes. This will save you time and energy that would otherwise be spent on digging through boxes looking for first-day essentials.

#### **BOX 1**

Fill this box with things to help make your new home feel clean and "put together."

- Cleaning Products: Just the basics (paper towels, sponge, all-purpose cleaner)
- Tools: Not the whole toolbox, just the essentials (hammer, wrench, screwdriver, nails)

#### **BOX 2**

Box one took care of your house, now box two is for you! Pack it with human necessities.

- Toilet Paper (two rolls)
- Medicine (medicine you take daily and over-the-counter drugs you may need, like ibuprofen)
- Adhesive Bandages (Moving is a contact sport.)
- Paper plates, cups, plastic cutlery and napkins. This will make the "traditional" first night home meal of take-out easy to clean up.



# FIRST NIGHT - TIPS

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## THINGS TO DO ON YOUR FIRST NIGHT

The first night in a new home can be both exciting and exhausting. Resist the urge to pull an all-nighter just to make a dent in the seemingly infinite number of brown boxes stacked in every room. You will have plenty of time to get that done.

Some things to do on your first night:

### MEET YOUR NEW HOME

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It's time to really "meet" your house for the first time. Take this time to adjust to your new surroundings and enjoy the freedom of exploring your new house. Listen to the new sounds of your house, play with light switches, and if you feel a few pangs of sadness thinking about your old home, just know that it is completely normal.

### TAKE PICTURES

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Your house will most likely look far different on the day you move in than the day you leave. Make time to take pictures of it the first day. You and your family will enjoy comparing "now and then" pictures down the road. They also help you look at a room more objectively and can help you make decorating decisions in this new space.

### RELAX

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Before you hit the hay, take a nice, hot shower or draw yourself a bath. After cleaning and moving, a little "me time" just might be what you need. The warmth of the shower will relax you and will undoubtedly give you a feeling of settling nicely into your new home.

Once you have met your home and begin to wind down from your first day, get to bed. Tomorrow starts another day of organizing and personalizing your new space.



