

New Resident Moving Guide

Welcome to your new home !
We hope this guide will assist you in a
smooth transition into your new apartment.

by Toni Blake

| SIX WEEKS BEFORE YOUR MOVE

- Make an inventory of all items you wish to move
- Don't pack TRASH: Contact your favorite charity to clean out unused house hold items and clothing and organize for donation.
- Call and Get estimates from several moving companies.
- Start packing NOW – start with treasures and collectables in bubble rap.
- Contact your insurance agent to transfer or ad renters insurance (Do you really need Renters Insurance?) policy.
- Contact friends and family with advanced notice to help.
- Budget your cost including packing supplies.
- Schedule time off work.

Notes:

| FOUR WEEKS BEFORE YOUR MOVE

- Notify all relevant organizations of your change of address.
– Click to Change of Address Worksheet
- Contact utility companies for refund of deposit and set up dates for termination.
- Obtain all family records and prescriptions from your doctor & dentist.
- Get your children's school records
- Move your valuables to a safe deposit box to prevent loss.
- Give away to arrange for transportation of house plans, most moving companies will not transport plants.
- Order new checks with your new address or transfer funds to new bank and establish new account and order checks.
- Send a friendly reminder to friends and family helping with the move to confirm the date and their participation
- Pack drawers and closets with off-season clothes.
- Remove and pack artwork from the wall. For just a few dollars you can get Picture boxes for moving artwork. They will keep your frames from being broken and scared.

| ONE WEEK BEFORE YOUR MOVE

- Empty your freezer and plan to use the foods if possible.
- Arrange for cash needed on moving day.
- Plan for specials need for children and pets.
- Arrange to have telephone, cable and all utilities turned on at your new address.
- Pack an overnight for the day before your move with all personal items, pharmaceuticals, toiletries and personal items you will need for easy access. Keep paper products and a first aid kit handy. This avoids movers or friends packing up important personal essentials in a box.

Notes:

| MOVING DAY

- Carry jewelry and valuable documents with you.
- Be sure to tell packers or mark fragile items clearly to avoid damage.
- Have markers ready and be sure to consistently mark each box with contents and location to be delivered in the new home.
- Confirm your new address with moving driver.
- Confirm Utilities have been disconnected.
- Tour the home to double check closets, drawers and shelves to be sure they are empty.
- Turn off all lights, electric, AC/Heat, close curtains and mini-blinds.
- Lock the door and return keys to proper authority or owners' representative.

Notes:



Toni Blake is a nationally recognized expert in customer service, sales and marketing. She travels to over 60 cities annually speaking to over 30,000 management professionals each year. Toni is known for her innovative concepts and is an industry trendsetter. She has been involved with Multifamily Housing since 1979 and currently resides in Greeley, Colorado. For more information contact her office toll free 866-889-6600 or 1-970-378-6784. TotallyToni.com

| CHANGE OF ADDRESS CHECKLIST

Friends / Relatives

Utilities

- Cable
- Cell Phone
- Gas
- Electric – Give specific
 - Telephone
 - Employer

Other Things to do:

Business

- Banks
- Music
- Department Store
- Credit Cards

Clubs

- Fitness
- Social

Insurance

- Auto
- Life
- Renters
- Dentist
- Health

Notes:

Professional

- Doctor
- Lawyer
- Churches
- Accountant

Subscriptions

- Magazines
- Newspapers

Government Offices

- Post Office
- School
- Drivers License