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# Moving Planner & Packing Tips

## Moving Planner



### **EIGHT WEEKS BEFORE YOU MOVE**

- Obtain a floor plan of your new residence and decide what household items you want to keep.
- Begin an inventory of all household goods.
- Solicit estimates from several moving companies.
- Contact your insurance agent, and ask them about your homeowners policy to determine whether your possessions are covered when moving.
- Establish a file for all moving papers and receipts.
- Obtain a floor plan of your new residence and decide what household items you want to keep.
- Choose a mover.



### **SIX WEEKS BEFORE YOU MOVE**

- Begin search for good health-care professionals in your new location.
- Fill out post-office change of address cards.
- Send your new address to anyone that might need it -- insurance agents, credit card companies, magazine subscriptions, friends, relatives, etc.
- Clean out closets and dispose of all items that you will not be taking with you.
- Hold a moving/garage sale or donate items to charities.



### **FOUR WEEKS BEFORE YOU MOVE**

- For self moves, reserve a truck or trailer. Obtain necessary moving supplies: boxes, twine, labels, etc.
- Start packing!!
- If your mover is doing the packing, arrange for it to be done one or two days before loading begins.
- Send furniture, drapes and carpets for repair or cleaning as needed.
- Begin to use up overstocks of staple foods.
- Gather valuable personal papers that you may need at your destination location, including medical and dental records, school records, birth certificates, etc.
- Make travel plans and arrange any motel or other reservations.



### **THREE WEEKS BEFORE YOU MOVE**

- Arrange to have utilities (gas, electric, phone, cable, water, etc.) disconnected in your present home, and connected at your new home.
- Ready car registration and insurance records for transfer.
- Notify State Motor Vehicle Bureau of your new address.
- Arrange for child care on moving day.
- If necessary, reserve apartment elevator for pickup and/or delivery dates.



## **TWO WEEKS BEFORE YOU MOVE**

- Check with mover about moving house plants. (Some movers will not move plants.)
- Dispose of all items too dangerous to move, including flammable liquids.
- If necessary, have your automobile serviced and ready for the trip.



## **ONE WEEK BEFORE YOU MOVE**

- Transfer all bank accounts.
- Cancel newspaper delivery.
- Have enough medication to last at least two weeks.  
Have prescriptions forwarded to a pharmacy at your new destination.
- Buy traveler's checks.
- Make arrangements to pay for your move.
- Withdraw items and close safety deposit boxes.



## **TWO DAYS BEFORE YOU MOVE**

- Have mover pack your goods (unless doing it yourself).
- Defrost and dry refrigerators and freezers to be moved.
- Set aside valuable items to carry with you including jewelry, vital documents, money and valuable small items.



## **MOVING DAY**

- Be on hand to answer questions and give directions to movers and stay until they are finished.
- Accompany driver for inventory of your household goods.
- Complete information on bill of lading and carefully read the document before you sign it.
- Make sure you have your copies of the bill of lading and inventory.
- Keep the bill of lading until your possessions are delivered, the charges are paid, and any claims are settled.
- Before the van leaves, take one final look through the house to make certain nothing has been left behind.
- Give the driver directions to your new home.
- Notify the driver and the van line where you can be reached during the move.



## **DELIVERY DAY**

- Be on hand to answer any questions and give directions.
- You must pay the driver before your goods can be unloaded. This is a Federal requirement for interstate moves.
- Supervise unloading and unpacking.
- Check carefully for any damaged or missing items.
- Note on the inventory any damaged boxes or obvious damage to unboxed items before you sign anything.



## SUPPLIES FOR PACKING

- Strong packing boxes
- Bubble wrap for packing fragile items
- Scissors
- Knife for opening boxes
- Several broad-tip markers to label boxes
- Rolls of packing tape



## PACKING TIPS

- Get more boxes than you think you will need.
- Get smaller boxes for books. Use bigger boxes for lighter items.
- Pack room-by-room, keeping similar items together.
- Reinforce the bottom of boxes with at least one strip of packing tape.
- Pack boxes firmly to prevent the contents from shifting during your move.
- Use crumpled paper for padding. Seal boxes tightly with wide packing tape.
- Pack records and CDs vertically in boxes. Don't stack them flat.
- Place heavier items in the bottom of the box and lighter items on top.
- Separate items with paper to prevent scratches caused by rubbing.
- Remove lids from jars and ceramics. Wrap each separately.
- Seal any opened boxes and bottles before packing them to avoid spills and leakage.
- Use towels, linens, curtains, etc. to pad boxes of fragile items. Clearly mark these boxes "FRAGILE."
- Use a jumbo box for lampshades and cushion them well.
- When disassembling furniture, beds, lamps, etc.  
put the hardware into a plastic bag along with any assembly tips and tape it onto the item itself.
- Make a master list of all household items and your belongings.
- Number boxes when they are packed and sealed. Clearly indicate on the box its room destination.  
Write on the master list the contents of the numbered boxes.
- Make a box of essentials and label it "Open Me First."  
Put this box to the side to be loaded last (so it's unloaded first) or move it yourself.  
*Your Essentials Box may include:*
  - Basic tools such as flashlights, pocket knife, hammer, screwdrivers, nails, masking tape, tape measure, and light bulbs.
  - Bathroom essentials such as hand towel, soap, toilet paper, shampoo, and shower curtains.
  - Kitchen goodies such as paper towels, coffeemaker and filters, paper plates and cups, plastic utensils, dish detergent, a sponge, pet foods, dishes, and trash bags.
- Pack rugs last so they can be the first items unloaded and placed at your new location.



## **Packing With Children**

### **YOU'LL NEED:**

- Lots of love and time
- To pay close attention to feelings
- Tape
- Blank newsprint
- Medium and large boxes



### **HOW TO PACK:**

- Pack children's rooms last if they are still small.  
Having the security of their routine until the very end will make the transition go more smoothly.
- Give older children (ages 5 and up) extra time to pack their rooms with you.  
Packing up is a good time to talk about things they might be worried or feel sad about - leaving friends, school, a home they've always lived in, and facing a new school and strangers.  
Understanding feelings and offering your reassurance will ease the transition for them.
- Allow them to select some items to take with them in the car or in their carry-on bag.
- Most children's toys are fairly durable and can go in boxes with some wadded newsprint or extra clothes to fill in spaces.
- Breakable toys like models or porcelain dolls can be wrapped in extra clothes and packed in wadded newsprint.
- While the children are packing, ask them to think about where they'd like things to go in their new rooms.
- Make sure you drain water from squirt guns and seal paints and other safe but messy materials in resealable bags or containers. Pack them together in a box lined with a plastic bag.
- Have your children seal the boxes and write their names or put their favorite stickers on each box.



## **Cleaning Appliances for Moving Day**

- Clean your appliances early for a more pleasant and odor-free move.
- Defrost your refrigerator and freezer, propping doors open. Afterward, place an open box of baking soda inside each for a fresher aroma.
- Clean your oven and range. Use a powerful scrubbing agent and brush.
- Drain your washing machine.
- Place a nylon stocking filled with baking soda or a few pieces of charcoal inside your washer to prevent mildew. Tape the hoses and cords to the back of the machine.
- Clean your dishwasher and remove any leftover soap.
- Cut a lemon into pieces and grind it into the garbage disposal to eliminate odors.
- Remember to dry interiors of all appliances to prevent mildew.