



3-MEN MOVERS MOVING GUIDE & CHECKLIST

Print this form and use it to make sure all your friends, family and business associates have your new address. Also, use it to note the phone numbers of your new utility companies, insurance agents and other organizations in your new area.

Person/Company:	New Telephone Number
Utilities:	
Cable	
Electric	
Gas	
Telephone	
Water	
Trash	
Security Alarm Company	
Insurance Companies:	
Accident	
Auto	
Health	
Home	
Life	
Renters	
Professional Services:	
Broker	
Certified Public Accountant	
Consultants	
Dentist	
Doctor	
Lawyer	
Government Offices:	
Internal Revenue Service	
Library	
Post Office	
State Department of Licensing	
Veterans Administration	
Business Accounts:	
Bakery	
Banks	
Cellular phone	
Dairy	

Department stores	
Diaper service	
Drug store	
Dry cleaner	
Finance companies	
Hair stylist	
Laundry	
Real estate agent	
Service stations	
Clubs:	
Book	
Health & fitness	
Music	
Subscriptions:	
Magazines	
Newspapers	
Professional	
Miscellaneous:	
Business associates	
Church	
Friends	
Relatives	
School	

MOVING TIPS CHECKLIST

Here are some moving tips and suggestions to help make your move as painless and easy as possible.

A month before moving...

- Fill out a change of address form for the post office
- Call 3 Men Movers to reserve a moving and packing date
- Make all necessary travel arrangements, if your move is out of town
- Transfer all memberships, such as churches, magazine subscriptions and other clubs
- Open a new checking account in your new city or locate a local branch of your bank
- Take a detailed inventory of your belongings before they are packed, including pictures, video and serial numbers of electronic equipment in case you need to file an insurance claim later on
- Arrange for someone to babysit your pets so they don't have to be part of the move
- Start using up food items so there is less left to pack and possibly spoil

One to two weeks before moving...

- Switch electric, disposal, water, newspaper, magazine subscriptions, telephone and cable companies as needed
- Arrange for help on moving day
- Confirm travel reservations
- Reserve elevator if moving from an apartment or loft
- Plan ahead for special needs of infants
- Defrost freezer and refrigerator; place deodorizer or baking soda inside to control odors

On the big moving day...

- Double check closets, drawers, shelves, attic and garage to be sure they are empty
- Carry important documents, currency and jewelry yourself or send them to yourself at the new address by registered, insured mail
- Carry travelers checks for quick, available funds
- Make sure cellphones are charged

After arriving at your new home...

- Renew your driver's license, auto registration and tags as needed
- Shop around for new insurance policies, especially auto coverage
- Revise your will and other legal papers to avoid longer probate and higher legal fees
- Locate the hospitals, police stations, fire stations, grocery stores and banks/atms near your home

PACKING TIPS

- Keep boxes, marking pen, bubble wrap, tape, scissors, newspaper and tissue near at hand
- Use strong boxes and containers that can be secured tightly
- Use function specific boxes for dishes, wardrobe and other special items.
- Don't make heavy boxes - especially when packing books and papers as these items add up fast. We recommend using small book boxes.
- Label each box by room and also fragile if necessary
- Cushion contents of boxes with packing material such as bubble wrap, newspaper and tissue
- Also use clothes, towels and blankets to wrap fragile items
- Pack books tightly together to avoid shifting and tearing. For older or collectible books, sprinkle talcum powder between the pages and wrap the book before packing.
- Pack medicines in a leakproof container, clearly labelled
- Pack refrigerated items in a cooler with ice and unload them immediately when arriving at your new location

PLANTS & PETS

MOVING HOUSE PLANTS

A Couple of Weeks Before You Move

- Prune plants to facilitate packing. Consult a florist or a plant book for instructions.

A Week Before Your Move

- Place your plants in a black plastic bag, along with a bug/pest strip and a conventional flea collar or bug powder. Close the bag and place in a cool area overnight to kill any pests on the plant or in the soil.

The Day Before Your Move

- Place the plants in cardboard containers. Hold them in place with dampened newspaper or packing paper. Use paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. If you must leave your plants behind, then take cuttings. Put them in a plastic bag with wet paper towels around them.

On The Day Of Your Move

- Set the boxes aside and mark "DO NOT LOAD" so they won't be taken on the moving van. Close the boxes and punch air holes in the top before loading into your car.

When Moving

- Park your car in a shaded area in the summer and a sunny spot in the winter

Upon Arrival

- Unpack the plants as soon as possible after arrival, remove plants through the bottom of the box to avoid breaking the stems. Do not expose the plants to much sunlight at first; let them get gradually accustomed to more light

MOVING GARDEN PLANTS

- Research climate and soils of new home
- Seeds - gather and store in an airtight container
- Bulbs - dig up during their natural dormant season. Pack in a mixture of loose dry peat moss and vermiculite to provide a lightweight and protective transport medium
- Garden tools - sharpen blades of clippers, lawn mowers and shears and apply a thin coating of household or motor oil to protect the paint and metal parts. Clean and disinfect rakes, hoes and sprinklers. Household bleach can be used to disinfect a variety of items.
- Plants - some plants can be dug up and transplanted

MOVING PETS

Cats and Dogs

Cats and dogs can be taken in your car. If so, remember to take along the following items:

- Food
- Water
- A leash for letting your pet out of the car
- Newspaper or sheets to keep your car clean

Animals can get car-sick and will require frequent stops along the way. Also, check ahead to see if the hotel where you are staying allows pets. Depending on the animal's temperament and size, it might be better to have it shipped by air. Be sure to check if your destination has any local requirements or restrictions on animals.

To have your pet shipped by air, make sure someone can meet your pet at the destination airport and take care of it until you arrive. A kennel can do this for you and keep your pet until you have completed your move, if necessary.

If you are flying to your new destination, your cat or dog can ride in the baggage compartment. You may need the following items:

- Health certificate - Obtain this from your veterinarian
- Pet container - The airline might have a special container available or you can use your own as long as it complies with airline regulations
- Tranquilizers - Your vet can provide tranquilizers to be given to your pet immediately before going to the airport
- Your scent - Your pet can be comforted by having a piece of cloth with your scent on it

Smaller Animals

Hamsters, birds and other small animals can easily be transported in your car. To help keep the animals calm and quiet, cover cages with a cloth. Also, make sure they have food and water available.

Fish

It can be very impractical and risky to move fish. Check with your local pet store for recommendations on moving your specific type of fish and fish tank.