



3 weeks prior

- If not enlisting Piece by Piece's packing services, decide which rarely used items you can begin packing yourself.
- Sketch out a general floor plan of your new home to determine the placement of furnishings.
www.jordans.com/roomplanner.asp
- Make a list of important names, addresses and phone numbers, and be sure to take your phone book with you.
- If switching banks, contact your bank and transfer the contents of your safety deposit box.
- Check your homeowner's policy to see if moving is covered by your insurer. If not, please decide if you will be purchasing full value replacement coverage from Piece by Piece directly (See handout for options).
- If needed, transfer insurance to cover fire, theft and personal property at your new home.
- Set a date for having utilities disconnected. If possible, plan to keep utilities in service through moving day.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.
 - Do not clean your upholstered furniture before moving. Moisture could cause staining or generate mold if furniture must be placed in storage.
 - Avoid waxing or oiling wooden antiques or delicate wood furniture before moving. Some products might soften the wood, making it vulnerable to indentation or imprinting from furniture pads.
- Return library books and anything borrowed from friends or neighbors, and collect items you may have loaned to others.
- Secure elevators, loading docks, or parking permits if necessary.
- Organize all bills, stocks, insurance policies, bank account statements, and other financial records.
- Make special arrangements for children and pets on moving day as necessary.

2 weeks prior

- If needed, arrange for proper servicing of all appliances at your origin and destination.
- Begin to use up supplies of canned goods, frozen foods and other household items or donate them. Buy only what you plan to use prior to moving.
 - Your local food bank: www.feedingamerica.org/zip_code.jsp
- Discontinue regular services such as newspaper delivery, trash pick-up and landscaping service.
 - Boston Globe <http://bostonglobe.com/subscribers/custserv.aspx?id=5274>
 - New York Times
<http://homedelivery.nytimes.com/HDS/EditAccountInfo.do?mode=customercare>EditAccountInfo>
 - Wall Street Journal <https://services.wsj.com/Gryphon/changeAddressGoToPage.dj>

1 week prior

- Determine which items you will be moving personally (jewelry, heirlooms, important documents, etc.). Pack and set them aside in a designated area where they will not mistakenly be loaded onto the truck.
- Purge fuel from lawnmowers and other gas-powered equipment.