



Two Months Before Moving

Get Organized

- Create a moving binder. Use it to organize all your receipts, a moving schedule, a list of things to pack, and any other information you need for your move.
- If possible, get measurements of the rooms and doorways of your new home to make sure large pieces of furniture will fit inside. Draw up a floor plan and indicate placement of furnishings to reduce time and frustration.

Purge What You Don't Need

- Tour every room of your current house and decide which items should be discarded or donated to charity.
- Consider a garage sale. Our brochure "How to Hold a Moving Sale" will be helpful.
- Plan to use up most food items before the move; perishables cannot be transported by C & B. If you still have food non-perishable food when you move, we can donate your food to Move for Hunger.
- C & B can't take non-allowables like aerosols, flammables, ammunition or bottled gas. It's best to use them up or give them away before you move.

Prepare to Pack

- Before your moving estimate, decide which items you'll pack, and which you'd like C & B to pack. We can provide the finest packing materials at reasonable prices.
- Anything C & B is packing should be left in place. It's easier and safer, for example, to pack glassware right from the cabinet where it's stored.
- If you have house plants to move, read through the C & B brochure "How to Move Your House Plants," and start preparing your plants for the move.

One Month Before Moving

Notify and Transfer

- If you would normally be working on your moving day, request the day off.
- If moving from an apartment, notify your landlord and request your apartment deposit to be sent to your new address.
- Arrange to connect your utilities to your new home and disconnect utilities in your previous home. Discontinue delivery services.
- Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions and request medical and dental records.
- Arrange transfer of school records.
- Transfer personal insurance records.
- Check homeowner's insurance policies to see if moving is covered. Be sure your new home is protected by transferring fire, theft and other personal property insurance.
- Fill out a change of address form at your local Post Office or online. Notify magazines to which you subscribe. Note: You must fill out a change-of-address form for each person receiving mail at your address.
- Transfer bank accounts, and ask your local credit bureau to transfer your records to your new city. If you have pets, request their records from the veterinarian.
- Check and clear tax assessments.
- Update current contact information for friends and local businesses.

Three Weeks Before Moving

Make Arrangements

- Arrange to have major appliances serviced before you move them. If your move is company-paid, check with your move coordinator first.
- If you have pets to transfer, your C & B Agent can give you advice on the best methods
- Make your travel reservations for the trip. Call C & B Movers : [888-290-0473](tel:888-290-0473)
- C & B is not permitted to take down TV antennas or satellite dishes. We can arrange this service for you.
- Cancel you cable/satellite TV service.
- Your local service provider can help you with phone, internet, cable, or satellite service for your new home.

Two weeks before moving

Continue Packing Preparation

- Return library books and other things you've borrowed.
- Collect things you've loaned, and items at the dry-cleaner, in lay-away, in cold storage, in a safety deposit box, etc.
- Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas, aerosols, acids, and caustic drain cleaners, etc.

Finishing Touches

- Review and complete the Customer Responsibility/High Value Inventory Form to give to the van operator.
- Take the time to fill out "Welcome to Your New Home" card for the new owners.
- Reconfirm travel reservations.

1 week before moving

Things for the Road

- Set aside maps, games, snacks, flashlight, and other items you'll take in your car.
- Gather medicines and important papers for the car trip.
- Start packing suitcases.

Finalize C & B Arrangements

- Unless another means of payment has been prearranged — e.g., credit card, personal check, or company paid — payment is due in cash, cashier's check, or postal money order before your household goods are unloaded at their destination.
- Get the name, address and phone number of your C & B Destination Agent.

House Cleaning

- Drain gasoline and oil from small gasoline-powered equipment.
- Drain water from all garden hoses.
- Defrost, clean and dry refrigerator and chest freezer.
- Dispose of any personal property or debris left behind after packing.
- Sweep, vacuum, and/or mop floors.
- Clean sinks, tubs, and counters.
- To receive the entire balance of a deposit on an apartment, most landlords require renters to return the property to its original condition with reasonable wear and tear (depending on how long you lived there). Check your lease or contact your landlord for more information.

1 day before moving

Finish Packing Preparation

- Put non-combustible cleaning supplies, toiletries and other items you may need first in special boxes to be loaded last and unloaded first.
- Finish packing all suitcases.

Moving Day!

- Remember to give the van operator your signed Customer Responsibility/High Value Inventory Form (this form must be signed even if no items are listed). Be on hand all day to answer questions and to sign the Bill of Lading from C & B. Confirm your delivery date, new address and the phone number where you can be reached.
- Leave "Welcome to Your New Home" card in a conspicuous place.
- Make final check of every room and storage area. Make sure windows and doors are locked, keys are transferred and lights are out.
- **Note:** It's a good idea to be at your new home a day ahead of the van so you can make sure utilities are connected and coordinate placement of major items in your home.

Who To Notify of Your New Address

- Post Office
- Insurance companies (Life, Homeowners, Health, Auto)
- Local credit bureau and creditors (stores, credit cards, etc.)
- Financial institutions where you have savings, loans, checking accounts or stock
- Magazines (The Post Office will provide free change-of-address cards to send to publishers)
- Clubs or associations
- Internal Revenue Service and/or other government agencies

Services to Transfer or Cancel

- Electric
- Gas or Fuel Oil
- Telephone
- Lawn Care Service
- Newspaper
- Water
- Laundry
- Refuse
- Cable/Satellite TV
- Internet