

A guide to your big move:

How to go from “We’re Moving” to “We’re Home” in just 8 weeks



BRIDGEWATER
RETIREMENT COMMUNITY

energy FOR LIFE

Moving from your current residence to your new home in a retirement community is a major life transition. Taking the time to fully prepare will help ensure a smooth and successful transition and pave the way to creating exciting memories in your new home. To make things simple, we've broken down everything you need to do to be fully prepared for move-in day.

8 Weeks Before Complete by: _____

- **Take stock and start sorting.** Walk through every room and open every drawer. Decide what to take to your new home and what to get rid of. Make a list of “keep” items that will require special packing or extra insurance.

Notes: _____

- **Purge.** Donate items you no longer want. Local groups such as the Habitat for Humanity ReStore or Salvation Army may even come pick items up from your house.

Notes: _____

- **Hire movers.** Request in-home estimates to receive the most accurate pricing.

Notes: _____

6

Weeks Before

Complete by: _____

- **Make travel arrangements.** Book hotel stays if you'll need lodging on the road.

Notes: _____

- **Order Packing Supplies.** Purchase standard boxes in various sizes; bubble wrap; packing paper; packing tape; and specialty containers, such as wardrobe and dish-pack boxes. Check out our essentials list to make sure you've got everything covered.

- **Contact your doctors.** If you are moving out of the area, obtain copies of medical records for all family members, or have the records sent to your new physicians.

Notes: _____

- **Contact insurance agents.** Find out whether your move necessitates changes in your medical, dental, vehicle or personal property insurance. Purchase insurance coverage on items you are moving if necessary.

Notes: _____

Essential Packing Supplies

BASIC TOOL KIT

- Boxes
- Box Cutters
- Bubble Wrap
- Labels
- Large Trash Bags
- Packing Paper
- Pens and Notepads
- Permanent Markers
- Scissors
- Small Sealable Plastic Bags
- Stretch Wrap
- Tape

4

Weeks Before

Complete by: _____

- **Start packing.** Knowing where to begin is half the battle, so start by determining your packing order. Begin with items you use only rarely or seasonally; save items you use frequently until just before moving day.
- **Label, label, label.** Mark each box with its contents and the room it's destined for in the new house. *Tip: don't list contents on a box that contains valuables to avoid theft.*
- **Inventory.** Keep a running list of each packed box, its contents, and what room it belongs in. Later, you can match this against your moving company's inventory sheet.
- **Measure.** To ensure there are no surprises on moving day, measure any tall, wide, or oddly shaped items, as well as doorways or tight spaces they'll need to fight through.

Notes: _____

- **Make arrangements for pets.** Book a pet sitter for moving day. If you're moving out of town, make travel plans for your furry friends and consult with your veterinarian about preparing them for the journey.

Notes: _____

4 Weeks Before (Cont'd)

Complete by: _____

- **Contact Utility Companies.** Instruct existing utilities to disconnect services the day after your move. Have your account number and new address on-hand. Cancel newspaper delivery at your old address. When you talk to your cable provider, schedule a time for them to come out and set up your cable equipment in your new home. *Tip: ask your retirement community's move-in coordinator about utilities and cable/internet providers in your new home.*

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Phone | <input type="checkbox"/> Electric | <input type="checkbox"/> Trash Removal |
| <input type="checkbox"/> Internet/Cable | <input type="checkbox"/> Water | <input type="checkbox"/> Newspaper |

Notes: _____

- **Make a meal plan.** Take stock of what's in your freezer, fridge, and pantry and make a meal plan to use up items you don't want to travel with.
- **Change your address.** Visit [USPS.gov](https://www.usps.gov) or your local post office to officially change your address. Leave your forwarding address with a neighbor just in case. Inform the IRS of your move by completing form 8822. This information is available online at [IRS.gov](https://www.irs.gov) or at bit.ly/form-8822.
- **Alert important parties.** Notify your employer, banks, credit card companies, subscription services, friends, and family of your move and new address.
- **Get rid of restricted items.** Most movers prohibit moving boxes that contain paint, aerosol cans, matches, alcohol and other chemicals. Properly dispose of these items, or plan to move them yourself. Call your local Department of Public Works to find out where to dispose of those items.

Notes: _____

2

Weeks Before

Complete by: _____

- **Confirm the movers.** Contact the moving company and double check your plans. Make sure the insurance in place is enough to cover your valuables.
- **Clear out.** If you are moving out of the area, empty out storage units, safe deposit boxes, and any other off-site storage spots. And don't forget to pick up your dry cleaning.
- **Clean the rugs.** Have area rugs cleaned; they'll arrive rolled and wrapped from the cleaner, ready to unroll at the new house.
- **Pay it forward.** As you pack, gather warranty information, manuals and other house-specific information in a binder for the new owners.

Notes: _____

1

Week Before

Complete by: _____

- **Finish packing.** Aim to complete the general household packing a couple days before moving day.
- **Pack your bag.** Your last bag should contain at least one change of clothes as well as all the basics (e.g. phone charger, toilet paper) you need to survive for a few days once you are in your new home.
- **Make your last donation.** Arrange for a final pickup of all remaining items in your donate pile.

Notes: _____

A Few Days Before

Complete by: _____

- **Confirm the movers...again.** Triple check arrangements with the moving company. Verify how much you'll owe on moving day, and what forms of payment are accepted. Ask for a cellphone number for the day-of contact and confirm the crew's arrival time. Prepare written directions to your new home and hand them to the movers on moving day.

Notes: _____

- **Make sure you have** the keys to your new home and any move-related documents you may need.

Moving Day

Complete by: _____

- **Say goodbye.** Take time to say a proper "so long" to your old house before things get hectic. Walk through the house recalling fond memories you have and talk about what fun you will create in your new home.
- **Meet the movers.** Greet the moving crew.
- **Clean the old house.** Tidy up rooms as the moving crew empties them. Some moving companies offer cleaning services. You may also consider hiring a cleaning company.
- **Keep valuables with you.** Be sure the movers don't load boxes containing jewelry, passports or other irreplaceable items. Keep these items with you.
- **Make a final walk-through.** Lock your old home's windows and doors, turn off lights and ceiling fans, and make sure nothing is left behind before you leave for good.
- **Floor Plans.** Keep the floor plan of your new home with you for quick reference so you'll know where furniture needs to be placed as it comes into the home.

At the New Home

- **Roll out the carpet protector.** Lay down plastic carpet protector at the new house if your movers haven't already done so.
- **Show the moving crew around.** Point out specific rooms so boxes end up where they belong.
- **Watch for damage or missing items.** Movers will probably make an inventory sheet, called the "bill of lading," that notes the condition of your items, including any damage to any boxes or furniture.
- **Pay the movers.** Complete the transaction using the payment method you agreed to when you confirmed the move. If the moving crew did a good job, a tip of 10 to 15 percent of the total fee is customary.
- **Get it in writing.** Before the movers leave, note any issues on the inventory sheet. Sign it and make sure the mover in charge signs it as well. Get a copy for your records.
- **Start unpacking.** If you notice any damage to your boxes, set them aside until the moving company can return to inspect them. Take photos of the damage for your records. Unpack bedding first and make beds as soon they are in place. Next focus on the bathrooms. If you have an extra room you won't be using right away, keep nonessential boxes there.

Notes: _____

- **Settle in.** Take time to organize your kitchen and bathrooms, set up TVs and other tech equipment, and hang pictures and artwork. Introduce yourselves to your new neighbors.
- **Take a breath and enjoy.** Congratulations! You've completed your move and can begin making happy memories in your new home.

Tips for Successful Packing

- If you are using professional movers, let them pack the fragile items, since companies are usually liable only for the things they pack themselves.
- Pack one room at a time.
- Avoid mixing things from different rooms in the same box; it will make unpacking more time consuming.
- Pack clothing and linens in suitcases.
- Wrap small items that can be easily lost in brightly colored tissue paper before placing them in boxes.
- Clearly label each box with your name, its general contents, an arrow indicating which side is up, "Fragile" if contents are breakable, and which room it belongs in. Refrain from noting anything valuable, such as silver, on the outside of a box.
- Have area rugs professionally cleaned before your move. They will return from the cleaners rolled, wrapped, and ready for shipping.
- Assign color codes to labels to help you identify what's packed.
- Use small boxes for heavy items, large boxes for light ones, and medium boxes for everything in between. Heavier items should be placed at the bottom, lighter ones on top. A good rule of thumb is that if you can't pick up a box with ease, it's too heavy.
- When disassembling furniture, put hardware in a plastic bag and affix it to the corresponding piece (however, do not apply tape or any adhesives directly to polished or painted wood surfaces).
- Never pack flammables or combustibles.

Packing a First-Night Box

Create a “first-night” box containing essentials. These items, many of which you’ll be using on the last morning in your old house and the first night and day in your new one, can be loaded on the truck last; label the boxes appropriately so that they will also be the first boxes off. Keep in mind that you should always carry valuables, jewelry, and important paperwork with you.

- Basic tools: hammer, screw driver, nails, tape measure, flash light, pocket knife
- Kitchen essentials: cleaning supplies, trash bags, disposable plates, glasses, cutlery, napkins and paper towels, nonperishable snacks
- Bed linens for each bed
- Change of clothes for every member of the family
- Medications
- Telephone
- Toiletries
- Towels

BRIDGEWATER
RETIREMENT COMMUNITY

energy FOR LIFE