



Moving Day By Day

Here's how to keep track of all of those details. Complete a few of these tasks each day to simplify your move and ease the adjustment to your new home.

4 Weeks Before Moving

Packing Day: _____

Moving Day: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tour your house and decide which items should be discarded or donated to charity. Consider a moving sale. Our brochure " How to Hold a Moving Sale " will be helpful.	Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions.	Arrange transfer of school records.	Check homeowners insurance policies to see if moving is covered. Be sure your new home is protected by transferring fire, theft and other personal-property insurance.	Transfer personal insurance records.	If you have house plants to move, read through the Atlas " How To Move Your House Plants, " and start preparing your plants for the move.	

3 Weeks Before Moving

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan to use up most food items before the move.	Check and clear tax assessments.	Arrange to have major appliances serviced before you move them. If a company-paid move, check with your move coordinator first.	Movers can't take aerosols, flammables, ammunition or propane tanks. It's best to use them up or give them away before your move.	If you have pets to transfer, your Atlas Agent can give you advice on the best methods, and our brochure " How To Move Pets " also will be helpful.	Notify the Post Office and get change-of-address forms. Notify magazines to which you subscribe. Note: You must fill out a change-of-address for <i>each</i> person receiving mail at your address.	

2 Weeks Before Moving

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make your travel reservations for the trip.	Decide which items you'll pack, and which you'd like Atlas to pack. We can provide the finest packing materials at reasonable prices.	Close or transfer all charge accounts. Return library books and other things you've borrowed. Collect things you've loaned, and items in the dry-cleaners, lay-away, cold storage, etc.	Take the time to fill out " Welcome To Your New Home " for the new owners. Arrange to discontinue utilities and delivery services.	Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas; or aerosols, acids, and caustic drain cleaners, etc.	Arrange connection of utilities in new home. Draw up a floor plan of you new home, and indicate placement of furnishings. It makes moving in twice as easy.	We are not permitted to take down TV antennas. We can arrange to have it done, if you wish. Arrange for cable/satellite TV disconnection.

One Weeks Before Moving

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer bank accounts, and ask your local credit bureau to transfer your records to you new city. Reconfirm travel reservations.	Unless another means of payment has been prearranged, e.g., credit card, personal check, or company paid- arrange to have cash, certified check or money order ready to pay driver before goods are unloaded.	Set aside maps, games, snacks, flashlight and other items you'll take in your car. Gather medicines and important papers for the car trip.	Your local phone company business office can help you with phone service for you new home, as well as disconnecting service at your present home.	Drain water from all garden hoses. Start packing suitcases.	Get name, address and phone number of you Atlas destination agent. Drain gasoline from lawn mower.	Anything we're packing should be left in place. It's easier and safer, for example, to pack glassware right from the cabinet it's kept in.

One Day Before Moving

<input type="checkbox"/>
Put cleaning supplies, toiletries and coffee pot in special box to be loaded last, unloaded first.
Finish packing all suitcases.
Defrost, clean and dry refrigerator.

Moving Day!

<input type="checkbox"/>
Be on hand all day to answer questions, accompany driver during inventory, sign bill of lading, confirm your new address and delivery date. Be sure to advise him of your enroute accommodations. Leave " Welcome To Your New Home " in a conspicuous place. Make final check of every room and storage area. Make sure windows and doors are locked, keys are transferred and light are out.

Moving In

<input type="checkbox"/>
It's a good idea to be at your new house a day ahead of the van so you can make sure utilities are connected, and plan placement of major items in your home.

People to be notified.

Here's a recap of the companies and bureaus who need your change of 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)
- Church (Obtain necessary records)

Notify these service companies.

Discontinue at Present Address	Begin at New address	Service Company
_____	_____	Electric
_____	_____	Gas or Fuel Oil
_____	_____	Telephone
_____	_____	Lawn Care Service
_____	_____	Newspaper
_____	_____	Water
_____	_____	Laundry or Diaper
_____	_____	Refuse
_____	_____	Cable/Satellite TV

Items you'll take in your car.

- Maps
- Snacks
- Can Openers
- Flashlight
- First-Aid Kit
- Items you'll need upon arrival at new home (cleaning supplies, toiletries, coffee pot, etc.)
- Other: _____
- _____
- _____
- _____

- Credit Cards
- Cash or Travelers Checks for trip
- Emergency Road Equipment (Tools, flares and a flashlight)