

MOVING DAY

CONGRATULATIONS! You have closed on your new home and now you are ready to move! The next few pages contain tips and checklists so that your move is as organized and effortless as possible. Think about your move as a series of small projects that you can begin while your home is under contract. Your move will progress as your contract and closing progress. That way, when the day comes to physically move your belongings, most of the details will be taken care of.

KEEP DETAILED RECORDS- SOME MOVING EXPENSES ARE TAX DEDUCTIBLE!

Keep detailed records of all moving expenses if your move is job related. Many expenses, including house-hunting trips, are tax deductible. If your move is 35 miles or more from your home, you can deduct your family's travel expenses, including meals and lodging; the cost of transporting furniture, other household goods and personal belongings; food and hotel bills for up to 30 days in the new city if you have to wait to move into your new home; and the costs associated with selling your old home or leasing your new home.

Note: There is a ceiling on deductions which is outlined in detail in the IRS's Publication 521, "Tax Information on Moving Expenses." Available free form at the IRS offices.

Moving Checklist

Two Months before Moving

- Sort through your belongings to reduce the number of things to move.
- Have a garage sale or donate items you no longer need.
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. Tip: Call three companies for estimates to compare.
- Gather packing supplies: Boxes, packing material, tape, felt markers, and scissors.

MOVING DAY

If you're moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you're driving to your new home, get maps and plan your travel route.

Save all moving receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.

Place your legal, medical, financial, and insurance records in a safe and accessible place.

Purchase insurance coverage for valuables to be moved.

One Month before Moving

Start packing items that aren't regularly used such as off-season clothes, decorations, and items in storage areas (garage, attic, and closets).

Make travel arrangements for your pets.

If you're driving, get your car tuned up.

Get medical records from your doctors, dentists, optometrist, and veterinarian.

Send items (rugs, drapes, clothing, quilts, and bedding) to the cleaners.

Back up important computer files

Two Weeks before Moving

Contact your utility companies and notify them of your move.

Sign up for services at your new home address.

Contact your long distance phone company and notify them of your move.

Call friends and family and recruit help for the moving day.

Confirm your travel reservations.

Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.

One Week before Moving

Pick up items from the cleaners, repair shop, or friends.

MOVING DAY

- Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- Finish packing all boxes minus what you'll need in the final week.
- Inform the post office of your upcoming move.
- Send change-of-address cards with your new address and phone number to
 - Friends and Family
 - Banks, Insurance Companies, Credit Card Companies, and other Financial Institutions.
 - Magazines and Newspapers
 - Doctors, Lawyers, Accountants, Realtors, and other service providers.
 - State and Federal Tax Authorities and any Government Agencies as needed.
 - Workplace, Schools, and Alma Maters.

The Day before

- Set aside moving materials, such as tape measure, pocket knife, and rope.
- Pad corners and stairways of the house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- If you are driving, check oil, tire pressure, and gas in your car.
- If you are flying, make sure you have tickets, charge cards and other essentials.
- _____
- _____
- _____
- _____

Moving Day - Carry with you:

- The keys to your new home.
- A map of your new town and directions to your home.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medications.
- Enough clothing to get by if the movers are late.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels, and personal hygiene items for the first night in your new home.

MOVING DAY

- _____
- _____
- _____

Arrival Day

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.
- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.
- _____
- _____
- _____
- _____

MOVING DAY

Packing checklist

Packing Tips

- Gather boxes in all sizes from friends, neighbors, and stores.
- Collect cushioning material such as bubble wrap, Styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
- Create a "portable packing kit" with marking pens, a tape measure, packing tape, twine and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your home where it should be placed.
- Number the boxes and keep a list of which boxes go in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into large boxes. (Don't pack all your books into one box!)
- Don't move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicines, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
- _____
- _____
- _____
- _____

Kitchen

- Cupboards
- Closets
- Drawers
- Box number for kitchen: _____

Dining Room

- China cabinet or hutch
- Light fixtures or lamps
- Furniture: Table and chairs
- Box number for dining room: _____

Living Room

MOVING DAY

- Bookcases and contents
- Entertainment center and contents: Stereo, TV, CD's, Videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: Couch, Chairs, and Tables
- Box number for living room: _____

Family Room

- Bookcases and contents
- Entertainment center and contents: Stereo, TV, CD's, Videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: Couch, Chairs, and Tables
- Box number for family room: _____

Master Bedroom

- Closets
- Dressers and contents
- Furniture: Bed, Dressers, Night Stands, and Desk
- Box numbers for master bedroom: _____

Bedroom #1

- Closets
- Dressers and contents
- Furniture: Bed, Dressers, Night Stands, and Desk
- Box numbers for bedroom #1: _____

Bedroom #2

- Closets
- Dressers and contents
- Furniture: Bed, Dressers, Night Stands, and Desk
- Box numbers for bedroom #2: _____

Bedroom #3

- Closets
- Dressers and contents
- Furniture: Bed, Dressers, Night Stands, and Desk
- Box numbers for bedroom #3: _____

Study/ Office

- Computer equipment: CPU, Monitor, and Printer
- Desk and contents
- File cabinets and content
- Box number for study/ office: _____

MOVING DAY

Bathroom

- Cupboards and contents
- Linens and towels
- Knickknacks and wall hangings
- Box numbers for bathroom: _____

Attic

- Trunks
- Boxes
- Box numbers for the attic: _____

Garage

- Yard equipment and garden tools
- Home maintenance equipment and tools
- Box numbers for garage: _____

Basement

- Cupboards and shelves
- Box numbers for basement: _____

Helping children cope with the move

1. Show the children the new home and their new room prior to moving. If this is not possible, pictures or videos will help them visualize where they are going.
2. Assure children that you won't forget their friends.
3. Make a scrapbook of the old home and neighborhood.
4. Throw a good-bye party. At the party have their friends sign a t-shirt.
5. Have your children write good-bye letters and enclose their new address. You may wish to call the other children's parents so that they will encourage return letters.
6. When packing, give your children their own box and let them decorate it.
7. Start a scrapbook for your new home.

MOVING DAY

8. Visit your children's new school, park, church, etc... Take a camera.
9. Help your children invite new friends over to your new home.
10. Let your children choose a new favorite restaurant. This will help them feel in control of their New World.
11. Encourage them to send letters about their new home to their friends.
12. Involve your children in groups, sports, and activities like the ones they used to participate in.
13. Remember, even if you only lived in a home for a few years, to a young child it is nearly their entire lifetime.

MOVING DAY

Helpful phone numbers

Make arrangements for canceling home utilities such as the following. Advise them of your desired date for final reading and give them your new address for final billing. Request deposit return if appropriate, and arrange for immediate service at your new address.

ELECTRIC COMPANY: _____

WATER/ SEWER: _____

GAS: _____

LOCAL PHONE SERVICE: _____

LONG DISTANCE SERVICE: _____

CABLE TV: _____

PHONE: _____

PHONE: _____

PHONE: _____

PSRA Properties / Equity Colorado Real Estate
www.psrproperties.com

REAL ESTATE BROKER: SHARON RAMIREZ

DIRECT CONTACT: 303.522.6173

FAX: 303.798.5824