

## Start checking off your list.

The first thing on your to-do list should be... get a list! AMJ Campbell has laid out what you can do ahead of time to make your residential or office move as organized as possible!

On this day, I'll be done packing:

On this day, I'm moving out:

Call AMJ Campbell for an estimate!

1.888.AMJ.MOVE (265.6683)

### FOUR WEEKS BEFORE:

- Declutter! Tour your home and decide which items should be discarded, donated or sold.
- Call people like doctors, dentists and other folks you rely on. They may recommend a colleague near your new home. Make sure to get copies of renewable prescriptions.
- Arrange transfer school records.
- Check home-owners 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 your personal insurance records.
- If you have house plants to move, think about how you want to care for them. AMJ Campbell can give you advice on the best methods.

### THREE WEEKS BEFORE:

- Plan to use up most of your food items before the move.
- Arrange to have major appliances serviced before you move them.
- Remember, movers can't take aerosols, flammables, or ammunition. Its best to use them up or give them away before you move. Propane tanks must be emptied.
- If you have pets to transfer, AMJ Campbell can give you advice on the best methods.
- Notify the post office and get change-of-address forms. Notify all your subscriptions.  
Note: you must fill out a change-of-address form for each person receiving mail at your address.
- Make your travel reservations for the trip.

## You're almost there.

### TWO WEEKS BEFORE:

- Decide which items you'll pack and which you would like AMJ Campbell to pack. We can provide the finest packing materials at reasonable prices.
- Close or transfer all your accounts. Collect things you've loaned, borrowed and items in lay-away, cold storage etc.
- 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; also, aerosols, acids, caustic drain cleaners etc.
- Arrange the connection of utilities in your new home. Draw up a floor plan of your new home and indicate placement of furnishings. It makes moving in twice as easy!
- Sort out your cable TV, internet, and home phone services.

### ONE WEEK BEFORE:

- Transfer your bank accounts and ask your local credit bureau to transfer your records to your new city. Reconfirm travel reservations.
- Set aside maps, games, books, tablets, snacks and other items you'll take in your car. Don't forget your tote bag!
- Gather medicines and important papers for the trip
- Drain your water hoses and start packing!
- Get the name address and phone of your AMJ Campbell agent.
- Drain gasoline from your lawnmower.
- Remember, anything AMJ expert packers are taking care of should be left in a place for us to find. It's easier and safer, for example, to pack glassware right from the cabinet it's kept in.

### ONE DAY BEFORE:

- Put cleaning supplies, toiletries and coffee pots in a special box to be loaded last and unloaded first. Finish packing all suitcases. Defrost, clean and dry your refrigerator.

### MOVING DAY:

- Hey, why not take the day off? It's important to be on hand to answer questions, accompany the driver during inventory, sign bill of lading, confirm your new address and delivery date. Be sure to advise your driver of your en-route accommodations.
- Make final checks on every room and storage area.
- Make sure your windows and doors are locked, your keys are transferred, and the lights are out.

**Hey, you made it! Take a moment, breathe, and enjoy making this important change in your life.**