

COMPASS



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New York City

Moving Guide

Stribling
AT COMPASS

Prior to Moving Day



Two Months

1. If you will be using a mover, get estimates from moving companies.
2. If you will move yourself, get costs from at least two truck rental companies.
3. Make an inventory of your household goods and begin to remove clutter.
4. Start a file for all your moving paperwork (estimates, receipts, etc.).
5. Arrange to transfer school records.
6. Choose a mover or truck rental company. Ask your building's managing agent which documents are necessary (insurance certificates, proof of workman's comp., etc.) and arrange for the moving company you have selected to provide them in advance of your move.

Six Weeks

1. Obtain and fill out a USPS Change of Address order.
2. Make arrangements for storage, if necessary.
3. Ask your doctor or health plan provider for referrals, and obtain all medical records.
4. Have antiques, pieces of art and other valuables appraised.
5. Clean all closets and drawers.
6. Inquire about move-in/move-out deposits or fees.

Four Weeks

1. Schedule disconnection of all utility services at your old home and connection at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last-month" deposits with services, such as the telephone company, request your refund.
2. If you are moving yourself, reserve a rental truck.
3. If you are packing yourself, obtain packing materials and start packing items you won't need until after you arrive at your new home.
4. Arrange for special transportation of your pets and plants, if necessary.
5. Check with your insurance company to see how your possessions are covered during transit.
6. Make any travel plans necessary for your move.
7. Check to see if you need any moving permits.
8. Plan your moving sale, if appropriate.
9. Collect your important records: gather personal and family records, including medical and dental, veterinary and school records; legal and financial documents; birth certificates, passports and insurance documents.

Prior to Moving Day



Three Weeks

1. Properly dispose of items that cannot be moved, such as flammable liquids.
2. Prepare auto registration for transfer, if necessary.
3. If you are moving in or out of an apartment, arrange for use of the elevator.
4. Make child care arrangements for moving day.
5. Hold moving sale.

Two Weeks

1. Check condition of valuable items and take photographs.
2. Arrange for disposal of anything not sold at your moving sale.
3. Return any borrowed items (including library books) and retrieve any loaned items.
4. Cancel newspaper delivery.
5. Notify any creditors of your move.
6. Transfer prescriptions and be sure you have an adequate supply of medications on hand.
7. Assemble a file folder of information to leave for the new owner of your home.
8. Change your address: one week before your move, send change-of-address cards to everyone who will need to contact you.
9. Pick up laundry: laundry tickets are easy to misplace, so ask for articles by name and not just by the receipts you have.

One Day

1. Transfer your bank accounts.
2. Close and empty your safe-deposit box.
3. Settle any bills with local businesses.
4. Confirm any travel reservations.
5. Let movers pack your belongings (unless it's a do-it-yourself move).
6. Set aside anything that will travel in your car so it will not be loaded on the truck.
7. Pack a box of items that will be needed first at the new house. Clearly mark this box "Load Last."
8. Obtain cash to pay the movers.
9. Confirm arrival time of your moving van/truck. Alert/remind building staff/superintendents.

The Day of



Moving Day

1. If using a mover, be sure someone is at the old house to answer questions.
2. Note all utility meter readings.
3. Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.

Delivery Day

1. Check your belongings carefully and note on the inventory paperwork any damaged items.
2. For an interstate move, be prepared to pay the driver before your possessions are unloaded.
3. Supervise unloading and unpacking.
4. Be prepared to pay your mover with cash or certified check, unless other arrangements have been made in advance.

Useful Contacts

US Postal Service

1.800.ASK.USPS
usps.com

Spectrum

877.891.8478
spectrum.com

National Grid

718.643.4050
nationalgridus.com

Con Edison

1.800.752.6633
coned.com

RCN

1.800.746.4726
rcn.com

Dish

877.577.0058
dish.com

Verizon/Fios

212.890.1550
888.791.1899
verizon.com

Optimum

866.200.7273
optimum.com

Direct TV

888.777.2454
directtv.com