

# Twin Oaks Moving Guide

Planning ahead for your move will make it less stressful and a more positive experience. In order to assist with this, Twin Oaks has assembled a timeline style moving guide aimed at making your move easier and keeping your move on track. Remember, *stay organized, stay ahead of schedule and **ASK QUESTIONS.***

If you have any questions or concerns please do not hesitate to contact Twin Oaks; that is what we are here for, to assist in every aspect of your move in order to take the stress and worry out of your move!

## 1-2 Months Before Move

- ☐ Call Twin Oaks Moving at 1-800-935-MOVE to schedule your FREE, no obligation in-home estimate
- ☐ Create binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- ☐ Determine if you will require storage, and request more information accordingly
- ☐ Contact the following companies to make arrangements, both at your old and new home:
  - ☐ Post Office   ☐ Internet   ☐ Cable   ☐ Water   ☐ Garbage
  - ☐ Credit Cards   ☐ Gas   ☐ Electric
- ☐ Plan how you will move vehicles, plants, pets and valuables
- ☐ Plan how you will arrange furniture in the new place - use a floor plan or sketch
- ☐ Tour your home and determine items to be sold, donated or thrown away
- ☐ Plan a Garage Sale to get rid of unwanted items
- ☐ Call physicians and dentist in order to get recommendations for colleagues in your new area
- ☐ Arrange transfer of personal records (medical, dental, school, insurance, etc.)
- ☐ Get copies of any records needed (medical, dental, school, etc.)
- ☐ Get copies of renewable prescriptions
- ☐ Make any home repairs that you have committed to making
- ☐ Return borrowed, checked-out and rented items (library books, rented movies, etc.)
- ☐ Collect items that you have loaned, and items in layaway

## 3-4 Weeks Before Move

- ☐ Sign and return your Order For Service in order to get your move scheduled
- ☐ Begin packing non-essential items
- ☐ Separate valuable items to transport yourself - label as DO NOT MOVE
- ☐ Close or transfer all charge accounts
- ☐ Provide important contacts with your new address:
  - ☐ Employers   ☐ Family & Friends   ☐ Attorney   ☐ Accountant   ☐ Others
- ☐ Confirm your insurance and credit card companies are informed about change of address
- ☐ Cancel automated payment plans and local accounts/memberships if necessary
- ☐ Take your vehicle(s) in for a tune-up, especially if you are traveling far
- ☐ Arrange to have all appliances services before moving them
- ☐ Start using up food you have stored so there is less to move
- ☐ Check Twin Oaks Non-Allowables list, use these items as much as possible or give them away

## 1-2 Weeks Before Move

- ☐ Continue packing and clean as you go
- ☐ Pack items that you will need right away at your new home, label these boxes OPEN FIRST
- ☐ Request off of work the day of the move
- ☐ Find useful things for your children to do - involve them as much as possible
- ☐ Find a babysitter or someone who can watch children during the moving process
- ☐ Begin to pack your suitcases with clothes and personal items for the trip
- ☐ Make travel reservations for moving family if necessary
- ☐ Make sure your prescriptions are filled
- ☐ Empty out your safe deposit box, secure those items for safe travel
- ☐ Schedule cancellation of services for your old place
  - ☐ Newspaper ☐ Housecleaning ☐ Lawn ☐ Pool ☐ Water Delivery
- ☐ Check your furniture for damages - note damages on your inventory
- ☐ If you plan to pay for your move by credit card, please call Twin Oaks with that information
- ☐ Make sure all paperwork for the old and new place is complete
- ☐ If traveling far, notify credit card company to prevent automated deactivation
- ☐ Try and use up perishable food
- ☐ Protect your shipment from damage by disposing of cleaning fluids, acids, etc.

## 2-4 Days Before Move

- ☐ Confirm all moving details with Twin Oaks Moving's Dispatcher:
  - ☐ Time of Arrival ☐ Special Tools/Equipment Required ☐ Payment Method
  - ☐ Confirm Addresses ☐ Contact Information for Delivery
  - ☐ Any Special Directions Needed to Access Origin or Destination
- ☐ Make a schedule or action plan for the day of the move
- ☐ Set aside maps, pen/paper, games, snacks, flashlight, and other items your will take on your trip
- ☐ Gather medicines and important papers for trip and set aside
- ☐ Continue cleaning the house as you are packing
- ☐ Defrost your freezer and clean the fridge
- ☐ Drain water from all garden hoses
- ☐ Drain gasoline from lawn mower, ATVs, motorcycles, etc. that you will be moving
- ☐ Make sure essential tools are handy (screwdrivers, wrench, pliers, tape, etc)
- ☐ Set aside camera in order to take pictures of Move-out and Move-in conditions of properties
- ☐ Get cash from the bank in order to tip your moving crew, if you would like to on moving day
- ☐ Set aside boxes/items that you are moving yourself (make sure you'll have room)
- ☐ Leave all items to be moved/packed by the our crew in their place, it is easier & safer this way

## Moving Day

- [ ] Take movers/helpers through the house to inform them of what to do
- [ ] Now, **RELAX** & let your Twin Oaks Moving professionals get to work!!!!
- [ ] Offer drinks and snacks to crew if you see appropriate
- [ ] Walk through the empty place to check for things left behind - look behind doors
- [ ] Leave your contact info for new residents to forward mail
- [ ] Take inventory before movers leave, sign bill of lading
- [ ] Make sure your movers have the correct new address
- [ ] If you see fit, tip the driver and helpers for a job well done
- [ ] Do a final inspection & take pictures of move out condition of house
- [ ] Lock the windows and doors, turn off the lights
- At your new place ...*
- [ ] Verify utilities are working - especially power, water, heating, and cooling
- [ ] Perform an initial inspection, note all damages, take photographs if needed
- [ ] Clean the kitchen and vacuum as needed (especially where furniture will be going)
- [ ] Direct movers/helpers where to put things
- [ ] Offer drinks and snacks to crew if you see appropriate
- [ ] Assemble beds with bedding
- [ ] Begin unpacking, starting with your OPEN FIRST boxes, then the kitchen, bathroom, etc.

## Moving In - Weeks 1-2

- [ ] Check for damages while unpacking - be aware of deadline for claims
- [ ] Replace locks if necessary and make at least 2 copies of your new keys
- [ ] Confirm that mail is now arriving at your new address
- [ ] Make sure your previous utilities have been paid for and canceled
- [ ] Complete your change of address checklist
  - [ ] Bank(s) [ ] Credit Cards [ ] IRS [ ] Loans [ ] Insurance [ ] Pension plans
  - [ ] Attorney [ ] Accountant [ ] Physicians [ ] Family support
  - [ ] Newspapers [ ] Magazines [ ] Licenses [ ] Memberships
- [ ] Schedule a time to get a local driving license and update vehicle registration
- [ ] Find new doctors, dentists, etc, depending on your needs & insurance
- [ ] After you are moved in, update your home inventory, including photos of rooms
- [ ] Update your renters insurance or homeowners insurance if needed
- [ ] Contact Twin Oaks Moving Customer Service at [customerservice@twinoaksmoving.com](mailto:customerservice@twinoaksmoving.com)  
in order to provide feedback, questions, concerns or suggestions that can help us  
better serve you and our other customers in the future!