

At White Glove, we are here to help you make your next move easy. The information below is to help you plan in advance for your upcoming relocation.

SURVIVAL KIT

“Where is the carton with the coffee maker?”

This is a common question from most families on the move. But when we help you prepare your own personal Survival Kit, you will know where the coffee maker is shortly after the moving van arrives. It will be right in your kitchen along with other much needed items, where it belongs.

Here is a list of suggested items that should be put aside to be packed in your Survival Kit. Because the kit is among the first to arrive in your new home, it will help you **survive** the unloading and unpacking process with a great deal more comfort.

SURVIVAL KIT

Pad of paper & pen Flashlight with batteries Light bulbs, small lamp Paper towels, cups, plates & napkins Plastic silverware Wet wipes Trash bags Household cleaning supplies Coffee mugs Coffee Maker Coffee & creamer Sugar Bottle & can opener 2 kitchen pans Scissors, small knife and/or a utility knife Personal Grooming kit: Comb, tooth brush, toothpaste, soap, shampoo, razor Toilet paper Linens/towels Blankets

Pack Your Own

Check book Address book, planner Telephones, telephone book Laptop computer Aspirin, medications First aid kit Children’s snacks Children’s books, toys Screwdriver, hammer, nails, pliers

Personal Documents

Medical Records: Doctor Pediatrician Dentist Orthodontist Optometrist Optician School records Birth, baptismal certificates Marriage license Financial records, passbooks Credit cards & records Social Security information Documents pertaining to the sale & purchase of homes Receipts needed to be reimbursed for travel expenses.

COUNTDOWN TO MOVING DAY

A household move is a major undertaking. This list below will help you organize and prioritize this event.

One of the first priorities your moving counselor will suggest is selecting three important dates: ***Packing, loading the van and delivery of your household goods to your new home.*** It is good to allow a time span of approximately 30 days. And it is always recommended to avoid the peak periods, such as the last few days of the month.

6 to 8 Weeks Before Move

- Inventory your household possessions. Decide which items to move and which not to move.
- Schedule a moving sale to sell those items you will not be taking with you. Other items may be donated to charity for a possible tax deduction.
- Make personal travel plans for your move, such as airline tickets, hotel reservations and road maps for your trip routing.
- Set a packing date. We offer professional packing crews that will save countless hours; but we also offer a full complement of durable cartons and packing material should you decide to pack yourself.
- Gather family records: medical, dental, school, birth, baptismal, marriage, financial, insurance, wills, immunization records for pets. Have schools forward transcripts to your new school system.

Arrange to discontinue utilities and other home services just prior to your moving date:

- Newspaper Electric and/or gas. **Ask about refunds.** Water Telephone, long distance provider
- Internet provider Water softener service Fuel or oil delivery Garbage collection
- Cable company, satellite TV Lawn, pool service Make advance plans for these new services for your new home.

Change your address with your local post office and mail address change cards to:

- Friends & relatives Social Security office Credit card companies Subscription magazines
- Insurance companies Former employers Mail order accounts Investment companies.

2 to 3 Weeks Before Move

- Fill and transfer prescription medications Advise insurance companies of your pending move and update policies
- Make separate shipping arrangements for pets and plants Cancel club memberships
- Safely dispose of or give away all flammable materials (paints, paint removers, other solvents, propane tanks). These items cannot be moved in the van.

1 Week Before Move

- Defrost refrigerator and freezer. Allow sufficient drying time to prevent mildew.
- Dispose of food items that require refrigeration.
- Collect all items from separate locations (office, school, clubs, etc.) and bring them home to pack and move.
- Make arrangements for child care and pet care on moving day.
- Transfer funds from checking and savings accounts to new accounts in your new community.
- Drain fuel, oil from lawnmowers and other power equipment.
- Pack items to be carried in your car and mark each carton: **DO NOT MOVE!**
- Close out safe deposit box. The items from your safe deposit box and other valuables, such as jewelry, should be transported in your car.
- Send clothing, draperies, curtains and rugs out for cleaning; leave them in the wrapping for the move.
- Service cars Pre-pack suitcases **PREPARE YOUR SURVIVAL KIT**

Moving Day

- Remove and pack bed linens in dresser drawers for convenience or in cartons.
- Be available to check items on your inventory sheet as they leave your house to be loaded on the van. When all cartons and furnishings have been loaded on the van, conduct a last minute walk through. Check all closets, make sure windows are shut and locked, lights are turned off and doors are locked.
- Get copies of all shipping documents.

Move In Day

You will need to be present to check each item or carton off your inventory list as they are removed from the van and brought into your new home.