



Moving Timeline

Organize your Move

Since moving isn't an everyday task, and it may be on the Top 10 list of least enjoyable projects, we take the stress out of the logistics – because we handle them for you.

Since most people don't move from one place to another very often, the stress lies in the unexpected and the laundry list of things to do. We know your questions because we've answered them for decades. And we've provided solutions to concerns. We know that people are the most important part of the move, and making the new place feel like home as quickly as possible is at the forefront of your concerns. At The Relocation Center, we are ready to provide quality service during the entire moving process.



Eight Weeks Before You Move

- TRC Coordinator will call to explain our role in the relocation process as soon as the relocation is initiated.
- Begin a "Move" file to store all of your important moving receipts and checklists.
- Begin researching the market to which you are moving.
- Notify your post office, security service, publications, lawn service, health club membership, or any other regular service of your move date and change of address.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Seven Weeks Before You Move

- Notify your physicians and pharmacist of your move and ask for referrals in your new area of residence.
- Clean out all areas of the house, especially those hidden storage areas such as closets, attic or basement. Discard all of those items for which you have no use.
- Check on appliance hook-ups in your new home. Gas stoves and dryers will not work in a home equipped with electric hook-ups.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Six Weeks Before You Move

- Consider having a yard or garage sale or donating to a charitable organization.
- Plan in advance for the return of your pre-paid security deposits.
- Notify your veterinarian of your relocation and make sure your pet's vaccinations are up to date with the requirements of your new area of residence.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Five Weeks Before You Move

- Notify your bank of your change of address and begin the transfer of accounts.
- Begin to plan load & delivery date.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Four Weeks Before You Move

- Begin the consumption of all perishable items. These will not ship. A good recommendation for this is to throw a party involving friends, kids and neighbors.
- Check on insurance rates and vehicle requirements for your new location.
- If you are packing yourself, you might want to start packing. Begin with those rarely used items and items that will not be needed for the next few weeks. Clearly mark all boxes with the room and fragility rating.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Three Weeks Before You Move

- Arrange utilities, newspaper, mail delivery, and association memberships in your new location.
- Register to vote.
- Register your child with a new school.
- Secure and review the school's rules and regulations handbook.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Two Weeks Before You Move

- Finish packing your shippable items. Do NOT ship valuables, combustible materials or household cleaners. Be sure to keep the items that will travel with you separate from the boxed items to be shipped.
- Make lodging arrangements if traveling a long distance for more than one day.
- Arrange a babysitter for moving day for small children.
- Prepare a necessity carton for all of the essentials you will need on your first nights in your new home. This should include sheets for the beds, kitchen and bathroom necessities, first aid supplies and hammers and nails. Make sure this is the last box on the truck so that it is the first box off.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



One Week Before You Move

- Clean your current home, including the defrosting of freezers, the draining of oil and gas from lawnmowers and grills, the draining of kerosene from heaters and the cleaning of your stove.
- Double check with outside vendors, such as the dry cleaner or jewelry repairman, that you did not leave any important items.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Day Before The Move and Moving Day

- Make sure someone is home the day the van is loaded. Either you or your representative must be present throughout the loading process.
- Make sure all of your belongings that will be carried with you are ready to go.
- Gather all keys to the house and make sure they are available for the realtor/new owner.
- Notify police if your home will be unoccupied after you leave.
- Take an inventory of all items loaded on the truck. Double check with the mover's inventory list.
- Record the driver's name and give him contact numbers at the destination.
- Confirm directions to the new location.
- Do a final walk-through of the home after the movers have removed all items.
- Check all windows and doors to ensure they are locked. Turn off the water heater and adjust the thermostat.
- Contact utility company in new location to verify that utilities have been connected.
- Contact your assigned coordinator with questions or requests at 800-733-0930.



Arrival of the Truck at Your New Home

- If possible, have someone there to help with small children.
- Be available when the truck arrives.
- Check all boxes to ensure they have arrived and that there is no visible damage.
- Note on driver's inventory sheets any damages or missing items.
- Call your Relocation coordinator with any questions or requests at 800-733-0930.