

## **MilitaryAvenue's Moving Checklist:**

**A move isn't complete without a checklist! It certainly is less stressful with one. A military family not only has to worry about physically moving their household-goods but they have to worry about the emotions and well-being of family members. Start this move off on the right foot and follow our Moving Checklist!**

If you decide to print your checklist makes lots of notes in the margins and the back of your paper. Another great way to keep organized!

### Getting Ready to Move: 7 to 12 months in advance

#### **Family Support**

As a family, find information about the new community in maps, books, travel guides, and on MilitaryAvenue.

Most children will feel some anger, sadness, or worry about the move. These responses are natural, and kids who have a chance to express them will work through their doubts more easily. Gently tell your children about any sadness you may feel about leaving or uncertainty about a new home, job, or city. This will reassure them that they aren't alone in having worries or concerns.

Tell your children about the move as soon as you can. The more time they have to think about and prepare for the move, the easier it will be for them. Know that all children are unique and adjust to change at different rates and in different ways.

As a family, talk about how making new friends can be fun.

Make a memory book of favorite things with your children. You can visit your local scrapbook / craft store and make an event of it. (You can find one near you on MilitaryAvenue under Hobbies & Crafts.) Some things you might want to include are pictures and journals; write down your favorite things and your least favorite things of your current home and write down the things you have to look forward to you in the future.

#### **Planning Ahead**

Moving is a good time to learn where you stand financially. Be sure to check your credit report.

Start saving for non-reimbursable moving expenses.

Get Organized: We'll call it your "Move-Day Planner". Even if you never use a planner at home or on the job, a business planner is more important to a move than boxes and tape. Get one with big pages, one for each day, and throw in some business card holders, zipper pouches and receipt envelopes.

#### **Your Current Community**

If you own your home and are going to sell find a Real Estate Agent. You will find several in your area on MilitaryAvenue under *Real Estate*.

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## **Your Future Community**

Think about your child care needs if you have a younger child. You can begin to look for programs, referrals, and resources in the new town where you will soon be living. Whether you are looking for *Home Care*, a *Child Care Center* or more of a *Preschool* environment you can find what is right for you on Military Avenue under *Child Care*.

Gather information about schools (under *Education* on Military Avenue) in the new community if you have a school-age child. There may be a number of different options to choose from

## Getting Ready to Move: 4 to 6 months in advance

### **Family Support**

Reassuring children while preparing to move: As a parent, remind them that their friends will still be friends, even after the move. Let them know that other children have similar feelings about moving.

Expect the unexpected: Few moves go smoothly, anticipate trouble (predict it!) and have a positive, "can do" attitude.

Help older children prepare a list of phone numbers and addresses of close friends, relatives, and other important people in their lives. Knowing they can stay in touch with these people is an important part of a successful move.

### **Planning Ahead**

Make an inventory of possessions and valuable items (take pictures or video tape). Get appraisals for antiques or collections. Keep a \*copy\* of the Appraisals and paper-inventory in your "Move-Day Planner".

Make a list of people and organizations you need to notify. This could be its own "Move-Day Planner" tab.

Start planning for special moving needs if you have an infant.

Are you doing the move yourself (DITY)? Or hiring a professional? Start familiarizing yourself with options and your budget. If you are doing it yourself you can find a list of Truck Rentals in your area on Military Avenue at Moving Services, Truck Rentals

Hold on to all your moving receipts - they may be tax deductible! Put them in your 'Moving' Day-Planner

Begin to clean out hard-to-pack areas like the attic, basement, garage, and other storage areas. Pack seasonal items that you will not need right away, such as holiday decorations, seasonal-clothes, and seldom-used items.

### **Military Matters**

Contact relocation manager at current and new duty stations. Schedule meeting with relocation manager at your current post.

As soon as you receive your orders, call your Personal Property Office (PPO) and set an appointment. Before you go to the appointment, do some research to make the most of your session. Even if you and your family have PSCed several times before, no two moves are exactly the same. Changes to your personal situation, your new duty station, or military regulations may greatly affect your move.

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## Getting Ready to Move: 2 to 3 Months in Advance

### **Family Support**

Throughout the move, stay as upbeat and calm as you can; a good plan makes this possible. Your own mood will impact other family members, especially babies, who are particularly sensitive to their mother's feelings. With older children, it's important to be honest about some of the uncertainties you have, but also to be generally optimistic about the move and the positive ways it will affect the family.

### **Special Spouse Concerns**

As a spouse you should compile or update your resume. Not sure where to start? Find a local resume service in the employment section of MilitaryAvenue, or contact your local ACS. Don't forget to get a letter of reference from your current employer.

### **Your Furry Family Member**

Check the status of your pet inoculations and licenses. Get a copy of your pet's medical records. Be sure to check the regulations for bringing a pet into the new city/town/state.

If your pet is on any medication be sure to have an ample supply so you won't run out before getting settled in your new location. Also discuss with your veterinarian whether your pet should be tranquilized during the move. If so, get enough to try it out prior to the move to be sure the dosage works properly.

Keep your pets' routines as regular as possible as you prepare to move. If you normally feed, exercise or play with them at a certain time, continue to do so. During the final crunch of moving, you may find it works best to keep your pet either at a friend's house or a kennel, reducing the chance of your pet getting upset and running away, or in the case of cats, hiding in a box about to be shipped.

### **Planning Ahead**

Tag all items going into storage. Mark on the sides of the boxes the rooms in which you wish them to go. You may want to mark which boxes you want to be first off the truck. These "early out" boxes should contain the items you need to help you set up housekeeping immediately-- linens, dishes, tableware, etc.

Notify your credit card companies and other financial companies of your new or temporary address. Check expiration dates on major credit cards you plan to use during travel.

Back up important computer files - do not pack these if you don't have to (carry with you).

Pack a first aid kit to bring with you on the trip.

Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture must be placed in storage.

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If you have a car, truck or auto, be sure that all maintenance and repairs are taken care of now. Be sure you still have your proof of insurance for the car.

Start using up canned foods, spray paints and other consumables.

Organize family records in a Travel Records Kit; make a special tab for it in your moving Day Planner, with legal, insurance, medical and financial information.

Make a list of people and organizations you need to notify about your move. Start to notify a few every day. They should include doctors, dentists, charge accounts, clubs, insurance companies, magazine subscriptions, accountants, broker/investment adviser, schools, friends, relatives and religious institutions.

Do not place any more mail order purchases.

Plan your route of travel, including any stops for vacation or R & R. Make hotel/motel reservations along the route as needed. For driving directions to the new duty station call your relocation manager or visit Military Avenue's interactive maps found on each base.

Obtain a change of address kit at your local post office.

### **Military Matters**

Contact TMO and schedule counseling session on transportation

Review finances and check with Military Pay or Travel Pay to see if you are entitled to advanced pay or other benefits

Contact your military pay office to recertify Basic Allowance for Quarters (BAQ) and have sign-off on your PCS.

If you have a military ID card, check the expiration date and update it if necessary.

Update your Relocation Budget. Determine what the total cash outlay you will need during your move. Include items like lodging you may normally charge. Determine whether you have the cash to carry you over the moving/travel period. Include utility deposits, closing on new home, accommodations and meals, and pet expenses in your consideration.

If you are using a commercial carrier, schedule pickup and delivery dates with your carrier and arrange storage, if needed. If you have any questions, ask your relocation manager for help.

Arrange for pre-inspection and final inspection of quarters you will be vacating

If possible, plan and make a house-hunting trip. Your commander may authorize a permissive TDY for house hunting, but remember, you will pay all expenses related to the trip.

Make sure your relocation manager knows if you plan a DITY move and make sure your moving vehicle will be large enough to hold your household goods. If you are making a DITY move, begin packing a few boxes each day.

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Check with your local out-processing office for up-to-date procedures for military personnel and dependents

If you plan to use a commercial carrier for your move, provide your current TO with your estimated shipping weight. Let TO know if you'll be shipping a private vehicle.

Contact your current installations housing office and give notice of intent to terminate

### **Your Current Community**

Cancel all local deliveries and services, such as newspapers and garbage collection.

Retrieve any developed film, dry cleaning or other items.

Decide where you will spend your last night in your current location.

Make necessary repairs to your current home, and clean it prior to inspection by the housing office, commercial leasing agent or prospective new owner. Take a burden off your shoulders by contacting a local cleaning service found on MilitaryAvenue under "Home and Garden".

Contact your current utilities to end service on the day after you move. Arrange for the final utility bill(s) to be sent to your new address.

Schedule transfer of school records and ask for any letters from current teachers that could be helpful establishing your child in the new school.

Decide what things you want to leave behind. Hold a garage/yard sale. Donate what isn't sold to charity and, if you itemize, take the deduction.

### **Your Future Community**

If you have school-age children, check school schedules and enrollment requirements at your new location. Find education programs and resources for any special needs your children may have.

Verify your schedules with real estate agents, landlords, and arrange interim housing if needed

If you plan to buy a home at your new location, contact an agent at your new assignment. You can easily find one at MilitaryAvenue. Real Estate, Agents. Set a budget for the amount you can spend on a new house

## Getting Ready to Move: The Final Month

### **Family Support**

During the move: As a parent, help them share their feelings about moving through talk, play, drawings, etc. Encourage your children to ask questions and be available whenever they need to talk.

Take the family for a farewell visit to some of the places that hold happy memories

Try to stick to your routines. Have meals at the same times as always. If your kids nap, encourage them to lie down at the usual time. Keep to the normal bedtimes.

Involve your kids in the packing. Older kids can put their own belongings in boxes, and kids of all ages will enjoy decorating the boxes containing their things. Doing so will also make finding your children's things easier once you're at the new house!

Arrange for someone to take care of your young children and your pets on moving day.

Planning For the Move: As a parent, pack treat bags with snacks and favorite toys for the move.

Help your children say good bye to the important people in their lives. For their friends, a pizza or make-your-own sundae party is a fun way to celebrate the friendship. An album or poster with photos of good times together will add to the celebration.

### **Your Furry Family Member**

Keep some form of identification on the pet at all times and be sure you have current pictures along with a written description available. This will reduce a lot of stress should your pet escape.

If you own a cat, during the move, keep your cat confined to one room with food, water, a litter pan, some favorite toys, and the carrier you plan to use so your cat can get used to it. The door should be locked or have a large, "Do Not Open" sign on it, so the movers won't inadvertently let the "cat out of the bag."

Arrange for transportation of pets. Take them in the car or send via air. Consider boarding pets either at destination or at a kennel near your present home until you are settled in the new city.

### **Planning Ahead**

Have a marker handy to make extra notes on boxes.

Buy a bunch of ziplock bags -- these will come in handy when packing large sets of small items, like silverware, or for components of furniture that need to be broken down (i.e., screws, bolts).

Give a close friend or relative your travel route and schedule so you may be reached if needed.

If you are using your vehicle, make sure that it is in good running condition and that all required maintenance has been completed. Do you need to find a local mechanic to have it checked out? We have one for you on Military Avenue! (Automobile, Automobile Repair).

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Ship as Unaccompanied Baggage items that will enable you to set up housekeeping immediately, such as linens, dishes, etc.

Make sure that cash, jewelry, important documents, your checkbook and other valuable items are secure and placed with the suitcases and other items you are hand-carrying yourself. Do not ship jewelry.

Separate items that will not be packed, including suitcases. If more than one shipment, separate items per each shipment into groups.

Keep a household inventory list on hand, put it in your "Move Day Planner".

Make copies of any important documents before mailing or hand-carrying them to your new address.

Renew and pick up any necessary prescriptions. Obtain prescription slips in case you need refills on the road. Pack medicine in leak-proof, spill-proof containers.

Plan menus from what you have remaining in the freezer and cabinets.

Plan where to spend your last night in current city. You can find a great list of Hotels and Bed & Breakfasts on Military Avenue listed under Hotels. Kids, and even yourself, might enjoy taking a cool dip in a hotel pool after a long day of packing and moving.

### **Military Matters**

Verify schedules and services with TMO

If you are using the Personal Property Shipping Office (PPSO), reconfirm moving dates.

Contact your pay and finance office to assure your Basic Allowance for Quarters will continue at your new location. Ensure that all steps in Permanent Change of Station (PCS) pay checklist have been addressed.

If you are an active service-member making use of military weight allowances, separate your professional books, papers and equipment (PBP&E). These items will be weighed and listed separately on your shipping inventory. Make sure the packers know these are your professional items -- their weight will not be counted into your weight allowance.

### **Your Current Community**

Remove pictures and mirrors from walls.

Remove wall accessories such as drapery rods, small appliances, food and utensil racks.

If you have a computer, "park" hard disk drive units, then disconnect computer systems. Place floppy disks in protective cases before packing into cartons.

Disassemble electronic components such as stereos and VCRs. Place original packing boxes (if they are in good condition and you want the movers to use them) by the equipment. If you decide

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to pack the item in the original carton yourself, leave the boxes opened so items can be inventoried.

Disassemble outdoor play equipment and structures such as utility sheds.

If you have a clock with a pendulum, remove the pendulum. If you are on base housing, you may need third-party authorization to do this, so call your local personal property shipping office if you feel you require this type of service.

Refillable tanks must be purged and sealed by a local propane gas dealer. Discard nonrefillable tanks. Some carriers and the military do not permit shipment of any propane tanks.

Dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, oil, paint and thinners.

Drain oil and gas from lawn mowers and other gas operated tools. Disconnect spark plugs. Drain garden hoses.

Clean out refrigerator. Get rid of perishable food you won't eat before moving. It may help to concentrate for two weeks on drawing down your existing food inventory instead of shopping right up to departure.

Return library books

*The Final Week before the move – Packers arrive*

### **Family Support**

Allow your children to keep their favorite things with them (security blankets, special toys, etc.).

Realize that each child is unique and adjusts to change at different rates and in different ways.

### **Planning Ahead**

Set aside cleaning materials to be used after packing and loading.

If traveling by car, pack a Field Kit to handle emergencies on the way. Pack your luggage and anything you are taking with you in your vehicle.

### **Military Matters**

If you are active service-member and the military is taking care of your move, be sure to obtain a copy of the GBL, the DD-619 (if CONUS), and the Household Goods Inventory from the packers before they leave the residence. Insure the inventory reflects the true condition of the property, and be certain everything is listed on the inventory. Review it carefully and keep a copy with other important records you are hand-carrying.

### **Your Current Community**

Clean and dry refrigerator and freezer. Allow to dry one or two days with doors propped open. Note: Families with children or pets present should block the doors from accidentally closing. To

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avoid a musty odor you can place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator compartment.

Disconnect gas and electrical appliances. Moving companies are NOT required to perform the disconnects or to reconnect at the destination address.

Separate items into "Hand Carry and Luggage" "Unaccompanied Baggage" "Ship" and "Professional"

Have coffee, cold drinks and snacks for yourself (and packers if you wish). This is going to be a very long day...

## ***The Big Day***

### **Planning Ahead**

Get up early and be ready for movers to arrive. Do not have dirty dishes in the kitchen, or dirty clothes in hampers or lying around the house. Take all trash out of the residence - otherwise it might be packed! (You think we're kidding? I speak from experience! A garbage can full of garbage packed in a shipping crate for a month stinks! to say the very least.)

Keep all shipping documents in your possession during the trip.

Stay over night in a hotel, or with friends or family. Leave next morning fresh for your new home

### **Your Current Community**

Be there when the movers arrive. Stay with them as they take inventory, tag your furniture and record the condition of each piece. Remember, you can also make notes on inventory records. Put your copy of the inventory they take in with your Travel Records Kit.

Be sure that you or someone assisting in your move is at home at all times -- military and most regular moves are conducted during normal business hours.

Verify that mover's inventory is detailed, complete and accurate. Do not accept any "miscellaneous" labels or entries (especially on high value items). If anything is marked "scratched, dented or soiled" also note the location of such problem.

Watch loading and unloading, and examine all items carefully before signing a receipt.

Make a thorough inspection of the house -- attic, basement, closets, cupboards, garage and yard -- before the movers leave to be sure nothing important is left behind.

Leave all the old keys that are needed by the new tenant or owner with your realtor or a neighbor.

## Settling In

### **Family Support**

As a parent help your children stay in touch with old friends through letters, phone calls, and e-mails.

As a family, continue family rituals and celebrations (Easter egg hunts, birthday traditions, holiday meals, etc.).

As a parent, recognize that each child is unique and adjusts to change at different rates and in different ways. Give your children plenty of hugs and the extra attention that they need.

Make some time for yourself. This is especially hard when you're unpacking and settling in to a new home, but it's as important now as ever. Order takeout food occasionally. Take some time off from unpacking to go for a walk by yourself, read a good book, or rent a movie you've been wanting to see.

### **Your Furry Family Member**

Maintain a comfortable, steady temperature while traveling in the car with pets even if it means parking your car away from the rest rooms to get it under the shade of a tree. These little critters are comfortable at about the same temperatures people are so if you are cold or hot, they are too.

Take your dog out for a walk around the neighborhood as soon as possible. This way he will know where home is and will become familiar with his new surroundings.

### **Moving In**

Upon arrival, report to command. Let them know where you'll be staying and what your permanent address will be. Complete any required check-in processing.

If you are an active service-member, you will be given the telephone number of the transportation office at your new duty station. You should contact the office as soon as possible, and provide them with a phone number where the member or designated representative may be reached.

If you are a service-member making use of the destination Household Goods Office, contact them to arrange for delivery of personal property.

Contact the family center relocation manager and the housing office at your new post for assistance getting settled. Many family centers have Loaner Closets that will help you get through until the movers arrive.

Before the moving van arrives, clean the hard-to-reach places in your new residence.

Know in advance where to place each piece of furniture. The mover is required to place each piece only one time.

If household goods are in storage, notify the transportation office of new address and arrange delivery.

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Be there to meet the movers at your new home. Check off each item on the carrier's inventory list. Check for damage claimed by the carrier by piece and make notes on the spot. You'll need to sign the inventory and the Statement of Accessorial Services Performed (DD619-1). Sign nothing that is blank.

At time of delivery, you are entitled to the reassembly of all items that were disassembled by the carrier. In addition, you are entitled to have everything unpacked, with packing materials removed from the residence, unless you specifically waive this service.

When the movers arrive, check their inventory against the one you made prior to departure -- they should match.

Set up the beds first, then the kitchen.

Let your children decide how to arrange and decorate their new room. Perhaps they can purchase one new thing for their room, or they can do a total change and get an updated décor. This is one of the big bonuses of moving!

### **Your New Community**

Child Proof your new home

Get local emergency numbers and post them

Test security and smoke alarms in your new place. Make a fire evacuation plan

If you bought a home off-base change the locks on all your doors

Register your children in school. The sooner they start school, the sooner they will get to know children their age.

Above all, listen. Try to be there when your kids get home after the first day at their new schools, even if it means having to leave work early that day. Regularly ask how things are going, and take time to listen. Sometimes kids have a hard time opening up; spending relaxed time together may help them to bring up whatever is on their minds.

Be on the look-out for neighborhood kids, and help introduce your children to them. If it's comfortable for you and your children, invite some of the neighborhood kids over for pizza or a video.

Take the time to find a new church in your area that your family can call home. You can find a list of churches under Worship Services on Military Avenue.

Try to line up some activities in which your child can participate after the move: a sports team, music lessons, art classes, a scouting troop. Not only will activities like these keep your children involved; they'll also help them to feel like part of a group - an important aspect of settling in. Try to sign up for more than one activity in case one falls through or doesn't go well. You can find a list of some activities like dance or martial arts under Fitness on Military Avenue.

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