



Guardian Relocation
beyond expectations
1-800-333-2663

Moving Day By Day.

Here's how to keep track of all those details. Complete a few of these tasks each day to simplify your move and ease the adjustment to your new home.



Packing day: _____

Moving day: _____

4 weeks before moving

<p>Tour your house and decide which items should be discarded or donated to charity.</p> <p>Consider a moving sale. Our brochure "How to Hold a Moving Sale" will be helpful.</p>	<p>Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions and request medical and dental records.</p>	<p>Arrange transfer of school records.</p> <p>Transfer personal insurance records.</p>	<p>If moving from an apartment, notify landlord and request apartment deposit back.</p>	<p>If you have house plants to move, read through the Atlas brochure "How To Move Your House Plants," and start preparing your plants for the move.</p>	<p>Before your moving estimate, decide which items you'll pack, and which you'd like Atlas to pack. We can provide the finest packing materials at reasonable prices.</p>
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3 weeks before moving

<p>Plan to discard or use up most food items before the move; perishables cannot be transported.</p> <p>Whenever possible, recycle your empty containers. Most communities provide convenient recycling drop-off locations.</p>	<p>Check and clear tax assessments.</p>	<p>Atlas can't take aerosols, flammables, ammunition or bottled gas. It's best to use them up or give them away before you move.</p>	<p>If you have pets to transfer, your Atlas Agent can give you advice on the best methods, and our brochure "How To Move Your Pets" also will be helpful.</p> <p>Request pet's records from the veterinarian.</p>	<p>Notify the Post Office and get change-of-address forms. Notify magazines to which you subscribe.</p> <p>Note: You must fill out a change-of-address form for each person receiving mail at your address.</p>
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2 weeks before moving

<p>Make your travel reservations for the trip.</p> <p>Call Atlas World-Class Travel: 800-446-2077 or 812-421-7168</p>	<p>Return library books and other things you've borrowed.</p> <p>Collect things you've loaned, and items in the dry-cleaners, lay-away, cold storage, safety deposit box, etc.</p>	<p>Take the time to fill out "Welcome To Your New Home" for the new owners.</p> <p>Arrange to discontinue utilities and delivery services.</p>	<p>Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas, or aerosols, acids, and caustic drain cleaners, etc.</p>	<p>Arrange connection of utilities in new home.</p> <p>Draw up a floor plan of your new home, and indicate placement of furnishings. It makes moving in much easier.</p>	<p>We are not permitted to take down TV antennas or satellite dishes. We can arrange this service for you.</p> <p>Arrange for cable/satellite TV disconnection.</p>
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1 week before moving

<p>Transfer bank accounts, and ask your local credit bureau to transfer your records to your new city.</p> <p>Reconfirm travel reservations.</p>	<p>Set aside maps, games, snacks, flashlight and other items you'll take in your car.</p> <p>Gather medicines and important papers for the car trip.</p>	<p>Your local service provider can help you with phone, internet, cable or satellite service for your new home.</p>	<p>Drain water from all garden hoses.</p> <p>Start packing suitcases.</p>	<p>Get name, address and phone number of your Atlas Destination Agent.</p> <p>Drain gasoline and oil from small gasoline-powered equipment.</p>	<p>Anything we're packing should be left in place. It's easier and safer, for example, to pack glassware right from the cabinet where it's stored.</p>
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1 day before moving

Put non-combustible cleaning supplies, toiletries and other items you may need first in special boxes to be loaded last, unloaded first.

Finish packing all suitcases.

Defrost, clean and dry refrigerator and chest freezer.

Pack your local phone book for future reference of addresses/phone numbers of businesses and friends.

Moving day!

Remember to give the van operator your signed **Customer Responsibilities/High Value Inventory Form** (this form must be signed even if no items are listed). Be on hand all day to answer questions and to sign the **Bill of Lading**. Confirm your delivery date, new address and the phone number where you can be reached.

Leave **"Welcome To Your New Home"** in a conspicuous place.

Make final check of every room and storage area. Make sure windows and doors are locked, keys are transferred and lights are out.

Moving in

It's a good idea to be at your new home a day ahead of the van so you can make sure utilities are connected, and plan placement of major items in your home.

People to be notified

Here's a recap of the companies and bureaus who need your change of address.

- Post Office
- Insurance companies (Life, Homeowners, Health, Auto)
- Local credit bureau and creditors (stores, credit cards, etc.)
- Financial institutions where you have savings, loans, checking accounts or stock
- Magazines (The Post Office will provide free change-of-address cards to send to publishers)
- Clubs or associations
- Internal Revenue Service and/or other government agencies

Notify these service companies

Discontinue at Present Address	Begin at New Address	Service Company
_____	_____	Electric
_____	_____	Gas or Fuel Oil
_____	_____	Telephone
_____	_____	Lawn Care Service
_____	_____	Newspaper
_____	_____	Water
_____	_____	Laundry
_____	_____	Refuse
_____	_____	Cable/Satellite TV/Internet

Items you'll take in your car

- Maps
- Credit Cards
- Snacks
- Cash or Travelers Checks for trip (Coins for toll roads)
- Flashlight
- Emergency Road Equipment (Tools, flares and a flashlight)
- First-Aid Kit
- Prescription Drugs
- Cell Phone Charger

Other: _____