

# countdown

## to a successful move.

**All International relocations include professional packing services, the loading and unloading of your container and delivery from residence to residence. If you have additional questions concerning the pre-move preparation, or the relocation process please call our office and we will be happy to assist you.**

### 4 weeks

- Order packing supplies from OMS using form on page 3, and schedule their delivery.
- Clean out closets, attic, & basement areas; call to have unwanted items picked up or thrown out.
- Organize a yard sale.
- Confirm your move date, if not already done.

### 3 weeks

- Start packing items not used regularly ie: china, out-of-season clothing, items in the basement & attic.
- Check with children's school to see if records are needed for new school.
- Schedule new service with phone company the day before move; schedule disconnects the day after.
- Schedule/disconnect cable service. Notify utility companies (gas, oil, water/sewer, electric, cable TV) of move.

### 2 weeks

- Start packing books, excess kitchen items, toys, closets.
- Fill out change of address forms at local post office.
- Notify banks and all financial account of change of address; order new checks.
- Finalize times of closings with real estate office/attorney.
- Secure parking permits needed, and secure building elevators if needed.
- Pick a liability option and notify your Olympia agent of your selection.

### 1 week

- Finish packing all household items.
- Reconfirm all notification calls made during Week 3.
- Have children involved in packing their own rooms.
- Confirm move date if not already done, and reconfirm all details of closing.
- Call Olympia with phone numbers to new address.

### last minute details

- Finish packing last minute items.
- Walk through the house to make sure no items are left behind after move.
- Have payment ready.

