

Moving Timeline

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ASAP:

Tell family about move—discuss with all (Some family members may be unhappy about the new assignment).

Schedule appointment with a Relocation Manager

Three Months Before:

Plan relocation budget (Managing your allowances and entitlements is critical to a successful move).

Research new location (Check out the Internet, read the local newspaper online and obtain maps of new community).

Contact the origin Transportation Office (Schedule an appointment to begin personal property counseling, if haven't done already).

Contact destination housing office (Learn about the availability of government quarters or privatized military housing in new location).

Inventory personal property (Camcorders work well for this—especially to document condition of items prior to move. Remember to inventory high value/high risk items and check on insurance coverage for your possessions while in transit and storage).

Request a sponsor at new location and make contact when one is assigned.

Research schools at new location (It takes time to make the right decisions on new schools. Remember to check enrollment requirements and school schedules).

Research travel (Decide on the method of travel for each family member if not traveling together).

Let the transportation office know if you want to ship a vehicle.

Notify Housing Office or landlord (Remember to notify the Housing Office as soon as you receive orders).

Begin home sale process (Research real estate agents carefully before making a choice).

Ten Weeks Before:

Home buyers: Begin housing search (Start with the Internet—take time to make the correct housing decision).

Renters: Begin housing search (Make sure the lease includes a "Military Clause").

Track moving expenses (Start a folder for receipts. You will need a record for your tax records if you itemize deductions).

Prepare home for sale (Start now, but avoid doing major renovations).

Update budget (Make sure to keep your budget up-to-date every few days or you will lose track of expenses).

Decide what to do with house plants (Plants do not travel well—find them a new home before you move.)

Consider planning a househunting trip.

Organize a Travel Records Kit (Compile a personal file for each family member. Include birth certificates, immunization records and other important personal documents).

Begin repairs and cleaning (Cleaning and preparing for a move can take more time than you realize).

Spouses: Begin job search, if desired (Update resumes and referral letters for prospective employers).

Arrange temporary lodging at departure, if needed (Decide where you will be spending your last few days prior to departure).

Hold yard sale/make charitable donations.

Two Months Before:

Research driver's licensing (Every locality has different laws and regulations on obtaining a drivers license).

Take inventory of the furniture you have and make a list of items you will need for your new home.

Set up new bank accounts (Apply for ATM cards, determine bank rates and look for the lowest fees for the services you need. Do not forget a safety deposit box if you need one).

Obtain a Post Office Box in new location (Do not forget to arrange to forward mail delivery to the new location).

Research directions and plan route to new home (Traveling to the new location should be half the fun! See page 6).

Seven Weeks Before:

Obtain Power of Attorney and update will (Military families often travel at different times, making the POA critical.)

Transfer or hand-carry school records (Put your children's school and health records in a safe place until the move).

Call and set up utilities cancellations (Do not forget the water, phone, cable, electric and gas companies).

Contact insurance company (Check on coverage of your personal property during transit—you may want to increase your insurance above what the government provides).

Research Loan Closet availability at destination (Your destination Loan Closet can help you set up housekeeping until your unaccompanied baggage arrives).

Six Weeks Before:

Update ID cards, if necessary (Check expiration dates on ID cards for you and any dependents).

Help your children find age-appropriate books on moving (Books help acclimate children prior to the move).

Confirm moving date with transportation office (Constant communication with your moving company will ensure less damage in the long run).

Make arrangements for pet travel (Check regulations for bringing a pet into your new state, city or town).

Take clothes to dry cleaners (Tip: Clothes in plastic dry cleaning bags travel better and will wrinkle less).

Take pet(s) to veterinarian (Discuss your pet's medications and plans for your pet's travel; pick up records).

Five Weeks Before:

Update budget (Keep a log of all your expenses separate from your budget planning sheet).

Arrange temporary lodging at destination, if necessary (Make arrangements as well in advance as possible and reconfirm before you depart).

Discuss travel advances (Settle your current bills and plan finances for your new assignment).

Verify moving schedule with Transportation Office (Discuss the possibility of an onsite inspector the day of your move).

One Month Before:

Investigate childcare options, if applicable.

Reserve freight elevator in high-rise, if needed (Some high-rise buildings require several weeks notice to reserve the freight elevator and loading dock).

Refill prescription medications (Have prescriptions forwarded to a pharmacy near your new home).

Contact Pay and Finance Office (Take charge of your finances now to avoid problems later).

Obtain information on religious institution of choice (Use the Internet to begin your research).

Three Weeks Before:

Arrange for Absentee Voter Registration, if necessary (The law protects your right to vote in Federal elections).

Pick up and return borrowed items from neighborhood (Check with all family members so that everyone has a list of borrowed items to return or to get).

Notify command of new permanent address (Once you know your new permanent address, contact your old command so they can reach you if necessary).

Cancel regular deliveries and memberships in local clubs (Remember newspaper deliveries, trash service and health or social clubs).

Two Weeks Before:

Throw a going away party (If you cannot throw a proper party, meet with friends and family separately).

Clean out refrigerator (Get rid of perishable food that cannot be eaten before the move).

Drain oil and gas from power equipment (Cut the grass one last time before move).

Pack special care or irreplaceable items (Think about items such as your marriage license, photo albums, antiques and favorite toys).

Pack a Field Kit for the car if driving to your new location (Essential items include snacks, maps and teddy bears or other comfort items).

The Week Before:

Planning Day/Hold family meeting/discuss car trip activities (Print off the list of games and take it with you in the car).

Self movers: Arrange for help in new location (Ask your destination transportation office for a

list of recommendations).

Remove TV antenna and other equipment (Generally, satellite dishes do not transport from one location to another).

Arrange for utilities to be connected in new location (Utilities can include water, gas, electric, cable, phone, security and satellite services among others).

Finish "Packed by Owner Boxes" — Leave open (Careful packing and clear markings as to the content of the box will ensure safer transport and easier unpacking).

Pack Field Kit in car (Remember to put your Travel Records Kit in the car as well!)

Day of Move

Strip beds; disconnect major appliances; take out trash; take children to child care; take pets to care giver; remember to pick up the children and pets before you move to temporary quarters. Before the moving van leaves, do one final walk-through. ●



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