

Eagle Organizer

Use this Eagle Organizer to help prepare for your move. We are always available should you have any questions. Please do not hesitate to contact our office at 1.800.668.3324.

At Eagle Lines we are committed to moving our customers with honesty and integrity, above all else.

6 - 8 Weeks Prior to the Move

- Prepare an inventory of your household items. Separate items to move, for yard sale, for charity, for family members and to discard.
- Order moving boxes and materials and arrange for delivery.
- Pick up change of address forms from Post Office.
- Contact state and federal tax authorities, registry of motor vehicles, voter registration and other government agencies.
- Contact banks, credit card companies and other financial institutions.
- Contact insurance companies to transfer real estate, health, life and automobile policies.
- Contact physician, pediatrician, dentist, orthodontist, veterinarian, health club, pharmacy and other health care providers. Transfer records and prescriptions.
- Contact schools to transfer transcripts and medical records.

4 - 6 Weeks Prior to the Move

- Contact Utilities – telephone, electric, gas, oil, cable, water, internet, satellite, cell phone, and alarm.
- Contact Home Services – landscaper, plumber, electrician, carpet cleaner, appliance repair, chimney sweep, magazine/newspaper subscriptions, and pool service.
- Contact business associates, employer, family, friends and church.
- Secure permits, parking spaces, elevators, loading docks for moving day at new and old addresses.
- Determine date for yard sale
- Begin packing non-essential items. Label boxes, consolidate and separate by room destination.
- Drain gas, oil, and propane from snowblowers, snowmobiles, grills, power tools, lawnmowers and other yard and garden tools.
- Register children in new schools.

2 – 4 Weeks Prior to the Move

- Begin removing affixed items such as drapery, lighting fixtures, ceiling fans, mirrors, artwork and air conditioners.
- Begin disassembling oversized or complex furniture. Secure hardware and instructions for reassembly to the item in a labeled plastic bag.
- Host a yard sale.
- Return leased equipment or furniture.
- Arrange for child and pet care

1 Weeks Prior to the Move

- Confirm shut off and turn on of utility services at both new and old addresses.
- Check your vehicle for gas, oil, tire pressure, emergency kit, wiper fluid, maps and other travel related concerns.
- Open new bank account and transfer accounts and safety deposit boxes.
- Consolidate plants and arrange to transport or give them away.
- Confirm date of move, final payment and telephone numbers with your mover.
- Confirm travel arrangements such as airline reservations, lodging and vehicle rental.
- Completely drain and thoroughly dry freezers, refrigerators, dishwashers, washing machines, waterbeds and aquariums.
- Complete packing

Move Day

- Clear access areas, parking spaces, driveways, walkways and stairs of leaves, snow, ice and debris.
- Walk through inspection of the premise you are vacating.
- Review destination address, directions and special instructions with movers.

