

Moving Check List

3-4 WEEKS PRIOR TO MOVE

- ☐ Book a moving company
- ☐ Make an inventory of everything to be moved
- ☐ Donate any unwanted clothing or furniture
- ☐ Book the moving elevator and confirm parking arrangement for truck
- ☐ Contact insurance company to transfer policies (life, homeowners)
- ☐ Review Tax deductions on moving expenses
- ☐ Request change of address kit from post-office
- ☐ Prepare a list of friends, business firms and personal accounts who should be notified of your upcoming move

Arrange cut-off/activation dates for utility companies:

- ☐ Telephone
- ☐ Cable
- ☐ Gas/Electricity/Water
- ☐ Internet

2 WEEKS PRIOR TO MOVE

- ☐ Purchase any moving supplies
- ☐ Make an appointment with a service technician to prepare major appliances for shipment (i.e. plumber, electrician)
- ☐ Have rugs and draperies cleaned and leave wrapped when returned
- ☐ Obtain written appraisal of antique items to verify value

Make a plan to dispose of flammables that can't be transported:

- ☐ Aerosol Cans
- ☐ Cleaning Fluid
- ☐ Ammunition ????
- ☐ Fireworks
- ☐ Household Liquids
- ☐ Oil Cans/Paint/Thinner
- ☐ Propane Tanks

1 WEEK PRIOR TO MOVE

- ☐ Check furniture for dents and scratches
- ☐ Label items you need to access easily
- ☐ Clean out the refrigerator/plan to defrost and dry day before move
- ☐ Drain equipment: water hoses, propane tank, gas/oil lawnmowers
- ☐ Schedule to have utilities turned on at your new home
- ☐ Make a plan to transport house plants
- ☐ Confirm travel arrangements for pets and family

DAY OF MOVE

- ☐ Designate boxes and items as "last load" items
- ☐ All loose items are packed into boxes with the top closed
- ☐ All electronics are unplugged from a power source.
Plasma TV's should be unplugged the day before so they are at room temperature on move day.
- ☐ All pictures are removed from the walls
- ☐ All boxes are labeled with their destination room in your new home on the top and sides of each box
- ☐ All heavy and breakable items are removed from dressers and desks
- ☐ All contents are removed from appliances
- ☐ All items are removed from the top of furniture
- ☐ All linens are removed from beds
- ☐ All rooms, closets, cabinets have been checked
- ☐ Disassemble bedroom sets to save time

Prepare an essentials box:

- ☐ Toilet Paper (unopened)
- ☐ Snacks/Coffee (instant)
- ☐ Scissors/Pocket Knife
- ☐ Garbage Bags
- ☐ Change of Clothes
- ☐ Dish Soap and Towel
- ☐ Pet Food and Dish
- ☐ Flashlight
- ☐ Portable Tool Kit
- ☐ Towels
- ☐ All-Purpose Cleaner (unopened)
- ☐ Mug/Plate/Cutlery
- ☐ Shower Curtain
- ☐ Important Records/Documents

Before you leave the house:

- ☐ Water shut off
- ☐ A/C shut off
- ☐ Lights turned off
- ☐ Windows shut and locked
- ☐ Surrender house keys
- ☐ Check for items left behind

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