



# moving checklist

## 3-4 WEEKS BEFORE YOUR MOVE

- Make an inventory of everything to be moved.
- Sort out and donate any unwanted clothing or furniture.
- Have a garage sale to get rid of items you no longer need.
- Start collecting moving supplies like boxes and newspaper for packing.
- Submit a change of address form to your post office.
- Choose your moving company and confirm arrangements.
- Research items that can't be moved by your moving company.
- Arrange for storage in your new community (if necessary).

## 2 WEEKS BEFORE YOUR MOVE

- Start packing up your home by boxing up items you rarely use
- Have rugs and draperies cleaned, and leave wrapped when returned.
- Obtain written appraisal of antique items to verify value.
- Book the moving elevator and confirm parking access for truck, if applicable.
- Contact your insurance company to transfer policies as needed.
- Prepare a list of people and companies to notify of your move.
- Arrange to be off work on moving day.
- Address minor home repairs before moving out (especially if you're moving from an apartment).

## 1 WEEK BEFORE YOUR MOVE

- Start actively packing the rest of your home room by room.
- Box up whatever you can. All boxes should be taped shut and stackable.
- Clean your home or arrange for a cleaning company to come in.
- Check furniture for dents and scratches.
- Label items you need to access easily.
- Clean out the refrigerator/plan to defrost and dry day before moving.
- Drain equipment: water hoses, propane tank, gas/oil lawnmowers.
- Confirm travel arrangements for pets and family.
- Arrange for the cut-off/activation dates for your cable, gas, electricity, water, and garbage.
- Disassemble unused bedroom sets to save time.
- Bundle appliance manuals & warranties in one place for the new occupants.
- Take photos of electronics before unplugging for easy re-assembly.
- Pack a lock box with your jewelry, cash, and other valuables to take in your car.

## MOVING DAY

- Clear a path out of the house.
- Determine which boxes and items should be loaded last, and let your movers know.
- Ensure loose items are packed in boxes.
- All boxes are labeled with their destination room in your new home on the top and sides of each box.
- No contents are in your appliances.
- All items are removed from the top of furniture, cupboards, etc.
- Linens are removed from beds.
- All rooms, closets, cabinets have been checked for misplaced/remaining items.
- Disassemble the remaining bedroom sets.
- Be at your new location to direct movers as to where items should be placed.

## ESSENTIALS BOX – For You

- Toilet Paper
- Phone Chargers
- Snacks/Coffee
- Scissors
- Garbage Bags
- Paper Towels
- Change of Clothes
- Dish Soap and Towel
- Pet Food and Dish
- Portable Tool Kit
- Minimal Cleaning Supplies
- Mug/Plate/Cutlery

## DO THESE BEFORE YOU LEAVE THE HOUSE

- Water shut off.
- Lights shut off.
- All windows closed and locked.
- Surrender house keys.
- Check one more time for any left-behind items.
- Choose your moving company and confirm arrangements.
- Turn down thermostat.

**YOU CAN RELAX! Your move is done!**