

# Moving checklist

## 8-12 weeks prior to move

- ☐ Get quotes from several moving companies and arrange services

## 3-4 weeks prior to move

- ☐ Organize storage space for packing, and donate any unwanted clothing or furniture
- ☐ Book the moving elevator and confirm parking arrangements for truck
- ☐ Contact insurance company to transfer policies (life, homeowners)
- ☐ Complete change of address with 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 with utility companies
  - ☐ Telephone:
  - ☐ Cable:
  - ☐ Gas:
  - ☐ Electricity:
  - ☐ Water:
  - ☐ Garbage:
- ☐ Start packing storage spaces



## 2 weeks prior to move

- ☐ Purchase any moving supplies - boxes, tape, and packing materials for delicate items
- ☐ Have rugs and draperies cleaned and leave wrapped when returned
- ☐ Obtain written appraisal of antique items to verify value
- ☐ Start packing items not needed for daily use in main rooms

## 1 weeks 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



## Day before move

- ☐ Have each household member pack a suitcase containing all the items needed for a week long trip - include all necessary clothing and toiletries
- ☐ Prepare an essentials box:
  - ☐ Toilet paper
  - ☐ Snacks / food / coffee
  - ☐ Scissors / pocket knife
  - ☐ Garbage bags
  - ☐ Dish soap and towel
  - ☐ Pet food and dishes
  - ☐ 1-2 favorite toys per pet
  - ☐ Medications
  - ☐ Flashlight (check batteries)
  - ☐ Portable tool kit
  - ☐ Junk towels
  - ☐ All purpose cleaner
  - ☐ Paper towels
  - ☐ Mugs / plates / cutlery
  - ☐ General use kitchen knife (wrap in towel and secure well with tape)
  - ☐ Small cutting board
  - ☐ Laundry detergent
  - ☐ Shower curtain
  - ☐ Shampoo / body wash / shower supplies
  - ☐ Bath towels
  - ☐ Important records / documents
  - ☐ Spare keys to automobiles / home / keys to lockable packed items
- ☐ All loose items are packed in boxes

## Day of move

- ☐ Designate boxes containing essentials and items needed for daily use as “last in, first out” items. Make sure household members’ packed suitcases are also included in this group
- ☐ All electronics are unplugged from a power source
- ☐ All pictures are removed from the walls
- ☐ All boxes are labeled with their destination room in your new home on top and sides of each box
- ☐ All heavy and breakable items are removed from dressers and desks
- ☐ All contents are removed from appliances
- ☐ All linens are removed from beds

## 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 - all rooms, closets, basement, attic and garage

### Notes