

8-12 WEEKS PRIOR TO MOVE

- Get quotes from several moving companies and arrange services

3-4 WEEKS PRIOR TO MOVE

- Organize storage spaces 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 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

DAY BEFORE MOVE

- Have each household member pack a suitcase containing all 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 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 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 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: