



**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:*