

# Moving Checklist

## One Month Prior To Your Move

- Notify post office of address change
- Notify doctor, dentist, and other service providers.
- Order moving and packing supplies.
- Contact charitable organizations regarding goods to donate.
- Discard unwanted items.
- Begin packing, clearly labeling boxes with name, contents, and room destination.

## Two Weeks Prior To Your Move

- Notify service companies (telephone, electric, gas, alarm, cable, water, oil, etc), as well as motor vehicle registry.
- Make arrangement for disassembly of furniture.
- Remove all permanently affixed items from walls (drapes, lighting fixtures, ceiling fans, etc).

## One Week Prior To Your Move

- Confirm date and time of your move.
- Provide moving company with your new phone number or a cell phone number.
- Remove fragile and loose items from drawers, including high value items (jewelry, money, important documents, etc).
- Prepare to move uninsured and precious items (plants, jewelry, documents, etc).

## One Day Prior To Your Move

- Consolidate fragile boxes to one area.
- Separate items not being transported by the moving company.
- Confirm telephone numbers are working at both locations.
- Refrigerators and freezers should be defrosted, drained, and dried.
- Drain water bed.

- Drain gas and oil from lawn mowers and other gas powered tools.
- Clear walkways and driveway for improved access during inclement weather.
- Isolate checkbook, cash, credit cards and keys.
- If paying in cash or with certified funds (travelers checks, cashiers check) withdraw enough to cover the move and potential overages.

### Day of Your Move

Keep the following items handy in case you need them the day of your move. Reserve a box for these and other items you will need immediately upon arrival to your new home.

- Toiletries
- First-aid kit
- Medications
- Eyeglasses
- Box cutter or knife
- Extension cord, batteries
- Basic cleaning supplies
- Snacks
- Disposable eating utensils, plates, cups
- Pet supplies
- Trash bags
- Light bulbs
- Flashlight
- Local phone book
- Screwdriver and hammer
- Map of new area