

MOVE CHECKLIST

Before Move

- Create moving folder to keep all moving related documents. i.e. estimate, contract information, inventories, contact phone numbers, etc.
- Conduct inventory. Decide what to move & what not to move. Go through house top to bottom & discard items no longer needed, including all flammables such as paints, cleaning fluids, matches, and aerosols. These items are not movable.
- If goods are going into storage consider what to send to your temporary residence and what should be stored.
- Remove items from crawl spaces, attics & remote spots. Place items in an easily accessible area. Failure to do so will result in additional charges.
- Schedule a moving sale. Donate items to charity.
- Arrange for carpet and upholstery cleaning.
- Send clothing, draperies, curtains, rugs out for cleaning and leave in wrapping.
- Notify Post Office of forwarding address & complete change of address forms. If new address is unknown, have Post Office hold mail. Mail change of address cards to social security office, insurance company, credit cards, magazines, mail order accounts, friends & relatives.
- Transfer insurance on possessions to new location.
- Discontinue newspapers and deliveries to your home. Discontinue water softener service, electricity (check for refund), water, gas (check for refund), fuel or oil delivery, garbage, lawn/pool service, & other household services. Make arrangements to start these services at new location.
- Make travel & hotel reservations; confirm.
- Open account(s) with bank at new location.
- Transfer children's school records & family medical records.
- Pick up any dry cleaning, photos, etc.
- Close local department store & other local charge accounts.
- Arrange with employer to forward tax withholding forms.

One to Two Weeks Before Move

- Advise your Coordinator of any changes since survey was performed.
- Disassemble pressboard or particleboard furniture. We cannot do this for you. Any items you disassemble at origin are your responsibility.
- Fill, transfer & pack prescriptions for family and pets.
- Arrange for shipments of plants & pets. Get immunization records for pets.
- Plan meals using perishable and frozen items; dispose of foods & perishables.
- Transfer / close checking & savings accounts.
- Drain fuel and oil from lawnmowers & other power equipment.
- Drain garden hose.
- Identify items you do not wish us to handle. We suggest placing them in an empty closet or bathroom and instructing the movers not to pack that area.
- Pack items to be carried in car. Label "Do Not Move".
- Gather valuables from safe deposit box, drawers, jewelry cases, personal records (including medical, dental, school, birth, baptism, marriage, etc.). Pack safely to take with you. See our Responsibilities section for a full list of items.
- Take down curtain rods, shelves, TV antenna.
- If you are moving your car, it must have less than ½ tank of fuel, be in operating condition, be empty except as equipped at purchase, and be freshly washed.
- Disconnect computers, stereos, electronics & remove the cartridges from your printers. Provide the original cartons if available.
- Defrost refrigerator & freezer at least 24 hours before. Thoroughly dry inside. Arrange to dispose of frozen foods. Clean oven.

Move Day

- Turn off water, electricity & phone after goods are loaded.
- Pack a box of basics you'll need on move-in day (tools, paper products, all-purpose household cleaners, etc.) Be sure to have it loaded last so that it will be first off at new home.
- Pack suitcases for trip. Remove all bed linens.
- Be available to check items for inventory sheet.
- Conduct last minute walk through with your van operator. Make sure closets are empty, lights out, windows & doors are locked.
- Make sure your van operator and move coordinator have all your destination & "en route" information & phone numbers.
- Check house to ensure no items are left behind.
- Lock all windows and doors upon leaving.

Delivery Day

- Remain accessible for your Coordinator.
- Be available to check off items on inventory sheets as they are being brought into your home.
- After everything is unloaded, the driver will complete a walk through with you to ensure the delivery process met your needs. Use this time to note missing, damaged items or property damage on the inventory.