

MOVING DAY

Helping you and your family prepare for your move.



MOVING CHECKLIST

ONE MONTH BEFORE MOVING:

- Collect everything not to be moved and save for a garage sale or charitable donation.
- Select mover and arrange for exact form of payment at destination.
- Start packing now, unless you have scheduled packing services.
- Contact insurance agent to transfer/cancel insurance coverage on your old home.
- Complete the Change of Address Form from the post office.
- Notify all magazines or other subscriptions of your changed address.
- Notify your doctor, dentist, veterinarian and pharmacy of your changed address.
- Contact utility companies for refunds of deposit and schedule a turn-off date.
- Check freezer and plan to use or discard the food over the next 2–3 weeks.
- Pack all jewelry and other valuables in a safe place to prevent loss during move.
- Visit www.MyGreenElectronics.org to find an electronics recycler in your neighborhood.

ONE WEEK BEFORE MOVING:

- Confirm moving day details with the moving company.
- Organize at least one room in the house for packers and movers to work freely.
- Defrost freezer and refrigerator. Place charcoal inside to prevent mildew.
- Make arrangements for disconnecting appliances (ice maker, washing machine, dryer) from water and gas resources.
- Cancel all newspapers, yard service, etc.
- Prune larger houseplants and repot those in clay pots into unbreakable plastic containers.
- Schedule a cleaning service to clean both your old and new homes, or have cleaning supplies accessible upon arrival to your new house.
- Consider hiring an exterminator for the new residence prior to moving in.

MOVING DAY:

- Make food arrangements for yourself (and the movers, if possible).
- Hire a sitter or send the kids and/or pets to a friend's house for the day.
- Notify the packers and/or driver about fragile items (ensure these are clearly marked "fragile").
- Identify the linen boxes needed to make your beds at your new home and place them in a convenient location.
- Make a final check of the entire house: closets, shelves, attic, garage, etc.
- Get complete routing information and phone numbers from the driver.



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PACKING TIPS

Here are some helpful tips to make your moving day smooth and seamless:

PREPARATION FOR MOVING

- Carefully dispose of all volatile or corrosive chemicals and their containers.
- Drain gas and oil from power tools to prevent leakage.
- Make an inventory of all high-value items in your home noting any preexisting damage.
- Keep your rugs on the floor so they will be loaded into the truck last and can be unloaded first in the new home.
- Visit www.UsedCardboardBoxes.com to purchase inexpensive recycled boxes.

FOR ITEMS YOU PACK YOURSELF

- Personally transport the following: necessary medication, jewelry, passport(s), driver's license(s), Social Security card(s), checkbook(s), tax records, credit card and bank account information and other important documents (school, medical, insurance records, birth certificate(s), etc.)
- Items packed in newspaper (dishes and glassware) must be washed after unpacking. Keep in mind that newspaper can stain items such as lamp shades.
- Wrap each plate individually, bundle together and pack upright on their edges (not flat).
- For stemware, the stems should be wrapped with paper before wrapping the entire glass. Place the glasses upright when packing.
- Easily crushed items should be individually cushioned and boxed.
- Be sure boxes are moveable by limiting the weight of each box.
- Place heavy items on the bottom of boxes and lighter items on top.
- Label each box with contents and room destination.

FOR ITEMS THE MOVING COMPANY WILL PACK

Be sure to check the moving company's policy regarding broken or damaged items. Moving companies typically do not reimburse you for breakage or damage to items in boxes they do not pack.

Items needed on Moving Day

To help you and your family prepare for your first evening in your new home, here is a list of suggested items you should pack separately.

HOUSEHOLD PRODUCTS

- | | | |
|---|--|---|
| <input type="checkbox"/> paper towels | <input type="checkbox"/> shelf-lining paper | <input type="checkbox"/> wood polisher |
| <input type="checkbox"/> toilet paper | <input type="checkbox"/> broom | <input type="checkbox"/> carpet stain remover |
| <input type="checkbox"/> trash bags | <input type="checkbox"/> mop | <input type="checkbox"/> furniture stain remover |
| <input type="checkbox"/> heavy-duty yard trash bags | <input type="checkbox"/> cleansers | <input type="checkbox"/> deodorizer spray |
| <input type="checkbox"/> scotch tape | <input type="checkbox"/> non-abrasive cleanser | <input type="checkbox"/> light bulbs |
| <input type="checkbox"/> masking tape | <input type="checkbox"/> rags | <input type="checkbox"/> plastic liner for walkways to prevent damage to floor surfaces |
| <input type="checkbox"/> anti-bacterial soap | <input type="checkbox"/> dust cloth | |

OTHER

Make sure phone service, gas, electricity and water are turned on. If you are moving into a pre-owned home, you can sometimes make arrangements to have the service transferred on loan closing day when you take actual possession.

PERSONAL ITEMS

- sheets and pillows
- bag of clothes for the first night to avoid searching in boxes
- towels

OTHER ITEMS
