



# MOVING CHECKLIST

## - 3 / 4 WEEKS PRIOR TO MOVE -

- Book a moving company -- Call us at Tri-Star Moving!
- Make a list of everything to be moved
- Donate any unwanted clothing or furniture (Yard Sale, Goodwill, etc.)
- If needed, book the moving elevator and confirm parking arrangement or truck
- Contact insurance company to transfer policies (life, homeowners) [ J Review tax deductions on moving expenses
- Request change of address kit from the post-office
- Prepare a list of businesses and personal accounts who should be notified of your upcoming move
- Arrange cut-off / activation dates for utility companies:
  - Telephone
  - Cable
  - Gas/ Electricity/Water
  - Garbage

## - 2 WEEKS PRIOR TO MOVE -

- Purchase any moving supplies (boxes, tape, bubble wrap, etc.)
- Have rugs and draperies cleaned - leave wrapped when returned
- Obtain written appraisal of antique items to verify value
- Make a plan to dispose of flammables that can't be transported on moving truck:
  - Aerosol Cans
  - Cleaning Fluid
  - Ammunition
  - Fireworks
  - Oil Cans/ Paint/ Thinner
  - Propane Tanks

*\*\*Feel free to move these flammable items in your own vehicles*

## - 1 WEEK PRIOR TO MOVE -

- Check furniture for dents and scratches
- Label boxes you need to access easily
- Clean out the refrigerator and place items in coolers / plan to defrost and dry day before move
- Drain equipment like water hoses, propane tank, lawnmowers
- Schedule to have utilities turned on at your new home
- Make a plan to transport house plants
- Confirm travel arrangements for pets and family

## - DAY OF MOVE -

**IMPORTANT--** Pack all loose items into boxes with the top closed

- Unplug all electronics
- Label all boxes with their destination room in your new home
- Remove heavy and breakable items from dressers and desks
- Remove contents from appliances
- Remove items from the top of furniture
- Remove linens from beds
- Check all rooms, closets, cabinets

**Prepare an essentials box that you'll need right away at the new home:**

- Toilet Paper
  - Scissors/ Knife
  - Change of Clothes
  - Pet Food and Dish
  - Portable Tool Kit
  - All-Purpose Cleaner
  - Cups / Plates / Cutlery
  - Important Records/ Documents
  - Snacks / Coffee
  - Garbage Bags
  - Dish Soap
  - Flashlight
  - Towels
  - Shower Curtain
- \*\*A/so have source of payment accessible*

**Before you leave the house:**

- Water shut off
- Lights turned off
- Surrender house keys
- A/C shut off
- Windows locked