

MOVING CHECKLIST

Print this checklist out and use it to track your progress!

3-4 WEEKS PRIOR TO MOVE

- Book a moving company! Call us at 1-844-544-6683
- Make an inventory of everything to be moved
- Donate any unwanted clothing or furniture
- Book the moving elevator and confirm parking arrangement for truck
- Contact insurance company to transfer policies (life, homeowners)
- Review Tax deductions on moving expenses
- Request change of address kit from 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 for utility companies:
 - Telephone
 - Cable
 - Gas/Electricity/Water
 - Garbage

2 WEEKS PRIOR TO MOVE

- Purchase any moving supplies
- Make an appointment with a service technician to prepare major appliances for shipment (i.e. plumber, electrician)
- Have rugs and draperies cleaned and leave wrapped when returned
- Obtain written appraisal of antique items to verify value
- Make a plan to dispose of flammables and liquids that can't be transported

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
- Drain equipment: water hoses, propane tank, gas/oil lawnmowers
- Schedule to have utilities turn on at your new home
- Make a plan to transport house plants
- Confirm travel arrangements for pets and family

DAY OF MOVE

- Designate boxes and items as "last load" items
- All loose items are packed into boxes with the top closed
- All electronics are unplugged from a power source.
- Plasma TV's should be unplugged the day before so they are at room temperature on move day.
- All TV and 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 items are removed from the top of furniture
- All linens are removed from beds
- All rooms, closets, cabinets have been checked
- Disassemble bedroom sets to save time
- Prepare an essentials box

BEFORE YOU LEAVE!

- Water shut off
- A/C shut off
- Lights turned off
- Windows shut and locked
- Surrender house keys
- Check for items left behind
- Keep all Important Documents and IDs with you.



VISIT: WWW.ALLSTATEMOVERSINC.COM CALL: 847-892-1399