



At Two Small Men with Big Hearts, we care about our customers, and we want to do everything we can to ensure every move is a successful one. We know moving can be exciting and stressful and we want to make sure you don't forget to do anything in the process. By following this checklist, you'll do what you need to before and during your move:

## MOVING CHECKLIST

### 3-4 WEEKS TILL MOVE

- Make an inventory of everything to be moved.
- Sort out and donate any unwanted clothing or furniture.
- Have a garage sale to get rid of unwanted items.
- Start collecting moving supplies like boxes and newspaper for wrapping.
- Submit a change of address form to your post office.
- Choose your moving company and confirm the arrangements.
- Research items that can't be moved (aerosol can, etc.).
- Arrange for storage in your new community (if necessary).

### 2 WEEKS TILL MOVE

- Start packing up your home by boxing up the items you use less often (seasonal items, books, etc.).
- Have rugs and draperies cleaned and leave wrapped when returned.
- Obtain written appraisal of antique items to verify value.
- Book the moving elevator and confirm parking arrangement for truck, if applicable.
- Contact insurance company to transfer policies (life, homeowners, tenants).
- Prepare a list of friends, companies, and personal accounts who should be notified of your upcoming move.
- Arrange to be off work on your moving day.
- Address minor home repairs before moving out (especially if you're moving from an apartment).

### 1 WEEK TILL MOVE

- Start actively packing the rest of your home room by room.
- Everything that can be put in a box, should be. All boxes should be taped shut and stackable.
- Clean your home or arrange for a cleaning company to come in.
- 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.
- Confirm travel arrangements for pets and family.
- Arrange for the cut-off/activation dates for your cable, gas, electricity, water, and garbage.
- Disassemble unused bedroom sets to save time.
- Place all appliance manuals and warranties in one place for the new occupants.
- Take photos of all electronics before unplugging them so you know how to hook them up again.
- Pack a lock box with your valuable jewelry, cash, and other items of high value to take in your car with you.

### YOUR MOVING DAY

- Clear a path out of the house so everyone is safe.
- Determine which boxes and items are last to load.
- All loose items are packed in boxes.
- All 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.
- No contents are in your appliances.
- All items are removed from the top of furniture, cupboards, etc.
- Linens are removed from beds.
- All rooms, closets, cabinets have been checked for misplaced/remaining items.
- Disassemble the remaining bedroom sets.
- Be at your new location to direct movers as to where items should be placed.

### PREPARE AN ESSENTIALS BOX

- Toilet Paper
- Phone Chargers
- Snacks/Coffee
- Scissors
- Garbage Bags
- Paper Towels
- Change of Clothes
- Dish Soap and Towel
- Pet Food and Dish
- Portable Tool Kit
- Minimal Cleaning Supplies
- Mug/Plate/Cutlery

### BEFORE YOU LEAVE THE HOUSE

- Water shut off
- Lights turned off
- Windows shut and locked
- Surrender house keys
- Check for items left behind
- Turn down your thermostat (if it's summer)

### AFTER YOUR MOVE

- Unpack, then flatten and donate the boxes.
- Change the address on your driver's license & car insurance.
- Leave a review of your moving company.
- Plan a housewarming party!