

We're Moving!

Moving Checklist

In order to make your moving experience, we have prepared this checklist:

- Make arrangements with Moving Company

Notify the following of Change of Address:

- United States Postal Service
- Magazine and mail order subscriptions
- Internal Revenue Service
- Friends and Relatives
- Schools
- Insurance Companies
- Medical Insurance
- Life Insurance
- Auto Insurance
- Home Owners
- All Bank Accounts
- All Memberships



Disconnect utilities, get refund for any deposits made and advise where final bills are to be sent.

- Water
- Electric
- Gas
- Telephone
- Cable
- Trash Removal

Cancel Deliveries

_____ Milk _____ Diaper _____ Newspaper _____ Other

Obtain Medical Records

_____ General Practitioner _____ Dentist _____ Optometrist _____ Veterinarian

Check with insurance agent on coverage of life, car and household goods en route to new home.

PACKING CHECKLIST

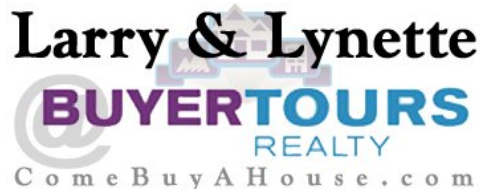
TIPS TO MAKE YOUR MOVE A LITTLE EASIER

Packing Tips

- Gather boxes in all sizes from friends, neighbors, and stores
- Collect cushioning material such as bubble wrap, Styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
- Create a “portable packing kit” with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your home where it should be placed.
- Number the boxes and keep a list of which boxes goes in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack your TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don't pack all your books into one box!)
- Don't move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
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PACKING CHECKLIST

PACKING LIST BY ROOM

Kitchen

- Cupboards
 - Closets
 - Drawers
 - Box numbers for kitchen:
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Dining Room

- China cabinet or hutch
 - Light fixture and lamps
 - Furniture: table and chairs
 - Box numbers for dining room:
-

Living Room

- Bookcases and contents
 - Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
 - Knickknacks and artwork
 - Lamps
 - Furniture: couch, chairs, and tables
 - Box numbers for living room:
-

Family Room

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: couch, chairs, and tables

PACKING CHECKLIST

PACKING LIST BY ROOM

Master Bedroom

- Closets
 - Dressers and contents
 - Furniture: bed, dressers, night stands, and desk
 - Box numbers for master bedroom:
-

Bedroom #1

- Closets
 - Dressers and contents
 - Furniture: bed, dressers, night stands, and desk
 - Box numbers for bedroom #1:
-

Bedroom #2

- Closets
 - Dressers and contents
 - Furniture: bed, dressers, night stands, and desk
 - Box numbers for bedroom #2:
-

Bedroom #3

- Closets
 - Dressers and contents
 - Furniture: bed, dressers, night stands, and desk
 - Box numbers for bedroom #3:
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PACKING CHECKLIST

PACKING LIST BY ROOM

Study/Office

- Computer equipment: CPU, monitor, and printer
 - Desk and contents
 - File cabinets and content
 - Box numbers for study/office:
-

Bathroom

- Cupboards and contents
 - Linens and towels
 - Knickknacks and wall hangings
 - Box numbers for bathroom:
-

Attic

- Trunks
- Boxes
- Box numbers for attic: _____

Garage

- Yard equipment and garden tools
- Home maintenance equipment and tools
- Box numbers for garage: _____

Basement

- Cupboards and shelves
- Box numbers for garage: _____