**General Checklist for Moving**

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| **Done** |   |
|   | **Make flow chart for days/weeks before moving day** |
|   | **Make daily schedules** |
|   | **Get estimates for moving companies and arrange method of payment** |
|   | **Arrange for truck rental if necessary** |
|   | **Sell, give away, discard unnecessary belongings** |
|   | **Get school records for transfer** |
|   | **Collect and send out all items to be cleaned or repaired** |
|   | **Return all items borrowed, collect items loaned** |
|   | **Defrost and clean fridge one day before moving, clean stove** |
|   | **Make arrangements with caretaker, cleaning lady, snow removal, etc.** |
|   | **Plan for children and pets on moving day** |
|   | **Return library books** |
|   | **Investigate wills** |
|   | **Ensure you have adequate insurance for goods in transit** |
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**Packing Checklist**

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|   | **Get packing paper, pad for inventory, and marking pens** |
|   | **Boxes or containers for packing** |
|   | **Heavy twine and masking tape** |
|   | **Mark cartons clearly as to contents and room to be placed in** |
|   | **Set aside things you will carry with you and mark "DO NOT LOAD"** |
|   | **Take apart computers very carefully and label parts** |
|   | **Mark clearly cartons you want loaded last, unloaded first (food, bedding, clothing)** |
|   | **Tie mops and brooms together in bundles** |
|   | **Point out and mark especially fragile or delicate items** |
|   | **Carry currency, jewelry, and valuable papers yourself** |
|   | **Liquids in bottles should have tops secure** |
|   | **Pack books, cds and dvds in sturdy boxes without overloading** |
|   | **Blankets are best moved in large boxes** |
|   | **Towels and pillows may be packed in dresser drawers** |
|   | **Carefully pack mirrors, glass table tops and valuable pictures** |
|   | **Books should be packed in small boxes** |
|   | **Pack lampshades in separate boxes** |
|   | **Do not use newspaper in packing items where ink can rub off** |
|   | **Do not leave loose shelves in refrigerator or stove** |
|   | **Small appliances should be wrapped and packed in bottom of boxes** |
|   | **Do not pack cleaners in the same box as food** |
|   | **Place heavy china at bottom of boxes; all flat pieces should be packed on edge** |
|   | **Take photographs and all valuables in case of damage or loss** |
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**Moving Day Checklist**

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| **At Current Home** |
|   | **Keep personal luggage aside** |
|   | **Arrange for children and pets not to be there** |
|   | **Arrange for toys and activities if children are there** |
|   | **Put valuables in a safe place** |
|   | **Don't forget to eat, you will need your energy** |
|   | **Make shopping list for first day** |
|   | **Get keys for new home** |
|   | **Have all meters read** |
|   | **Remove trash** |
|   | **Doors and windows locked** |
|   | **Notify police and neighbors** |
|   | **Keep copy of inventory with you or in a safe place in case of serious loss or damage** |
|   |   |
| **Arriving at New Home** |
|   | **Have children and pets occupied elsewhere** |
|   | **Be on hand for movers**  |
|   | **Explain floor plan to movers and direct furniture and boxes to their place** |
|   | **Check off numbered cartons** |
|   | **Check each carton for damaged articles** |
|   | **List claims for lost or damaged articles** |
|   | **Pay movers if applicable** |
|   | **Get appliances hooked up** |
|   | **Plan for day's meals** |
|   | **Get bedrooms and kitchen set up first** |
|   | **Relax when possible and take time between getting set up to enjoy your new home!** |