

MOVING OUT CHECKLIST

TWO MONTHS (MIN) BEFORE MOVING	NOTES
Declutter (Pre-Listing): Sort through your belongings (keep, throw away, donate)	Did you rent a storage unit before going on the market - to store extra furn/boxes
Have a garage sale to sell items you no longer want or need	If there are large items to be donated: call charity to arrange pickup
Decide whether to move yourself or hire a professional - get 3 estimates	Discuss any special requirements you may have, make known your expectations
Make reservations with chosen moving company or with truck rental company	Do you need to include items in a storage unit
Get packing supplies: boxes or plastic bins, zip lock garment bags, packing paper, foam/bubble wrap, cling wrap, tape, markers, scissors, adhesive labels	Consider purchasing insurance coverage for any delicate or expensive items
Make travel reservations: airline, hotel, car rent'l or route plan if moving long distance	
Save moving receipts - many moving and selling expenses are tax deductible	
Gather legal, medical, financial & Home sale and/or purchase & insurance docs	Put important papers / items in ONE safe accessible, out-of-the-way place

ONE MONTH BEFORE MOVING	NOTES
Pack items that aren't regularly used: off season clothes, decorations, art	Photos, art, deco, books, etc.
Pack items in storage areas: attic, garage, basements, closets	
Make travel arrangements for you Pets	Find a new home for healthy plants you dont plan to take
Get any vehicles you will be driving looked over, tuned up, oil changed	
Take items (rugs, curtains, clothing quilts, bedding) to cleaners, clean furniture	
Confirm with movers and give any special requirements & access info	
Cancel monthly subscriptions: newspaper, lawncare, cleaners, wi-fi etc	TIP: Keep your home insurance coverage at least one day after closing - overlap
Arrange for any cleaners (inc carpet clnrs) to come after you have moved out	

TWO WEEKS BEFORE MOVING	NOTES
Inform the post office of your change of address - for mail forwarding	
Contact your utility companies (elec., gas, water, cable, WiFi, phone etc)	Advise of your move out date & address for final bill
Sign up for new utility services at your new address	
Inform doctors, vet, bank, insurance companies, schools etc of new address	
Close/transfer bank acct if necessary & remove items from safety deposit box	
Start packing all other items that are not daily essentials	Clothing, shoes, Sm kitchen applns , pots, pans & dishes, linens, books, TVs lamps
Call Friends & family to recruit help if needed - for moving day or before	Send out any change of address cards
Start defrosting food in freezer to consume, throw away old food	Hold a pot-luck w thawed freezer food that you dont plan to take with you
Plan for children or pets during moving days (stay elsewhere? or plan for them)	

ONE WEEK BEFORE MOVING	NOTES
Finish packing all boxes minus daily essentials that are needed for week ahead	Set aside essential clothes, medications, toiletries (for moving day +1 day)
Backup computers	
Take photographs of electronics and cables for faster reassembly	Disconnect electronics min 24 hrs before moving
Clean out food from kitchen	
Pick up items from dry cleaners, repair shops, friends etc.	
Plan for moving plants, cars, boats etc	
Remove gas from outdoor BBQ grills, heaters	
Let your friends/family know about your new address & moving sched.	Make sure to give movers any special instructions and access info

PREPARATION FOR MOVING DAY - IMPORTANT ITEMS	NOTES
Gather and put together in a safe place to take - TO KEEP WITH/ON YOU:	
The keys to your new home, contact tel. number for movers, cash/money	Tip for movers?
Documentation relating to your home sales, related insurance info	Dont forget Insurance Rep contact info
All confidential personal docs & records (passports, birth certs etc)	
Cell phones and at least 1 charger	
Irreplaceable items and those of great personal value	
Pack Pet's needs & supplies inc bed, bowls, food, leash, toys, meds, litter etc	
Prep Req'd Personal Items: clothes (1 more set than needed), shoes, accessories, coats, hair care, toiletries, essential medications, sleepwear	
PREPARATION FOR MOVING DAY - PACK 'OPEN FIRST' BOX(ES) :	NOTES
Laptop computers, all chargers, back up copies of computer files	
TV and stereo remotes, power cords	
Pillows, sheets & towels for your first night stay, shower curtain & mat	
Toilette paper rolls, hand towels, liquid hand soap (Bathrm & kitchen)	
Coffee, tea, bottles of water & small snacks,	
Medical kit w/ bandaids, muscle pain reliever, antibiotic, joint wrap etc.	
Kit w/ lg trash bags, scissors, tape, pen, sticky-notes	
Hand tools (screwdrivers, pliers, box cutter, wrench, hammer, drill w bits etc)	
Light bulbs, measuring tape	
Cleaning Supplies: spray cleaners, rags, paper towels, disinfectant wipes	

MOVING OUT / IN CHECKLIST

IMPORTANT CONTACT INFO	

MOVING DAY - MOVING OUT	NOTES
Put down floor protection, and protect door frames - or ask movers to	
Place boxes/tubs/items together where movers can easily access them	Don't forget any items in a storage unit
Items first onto truck will usually be last off - plan accordingly	
One last broom sweep and trash removal	
Leave any extra keys (shed, mailbox), product manuals, garage door remotes	
Leave access codes, helpful instructions	
IF RENTING: take photos of moveout condition	

BEFORE LEAVING - TAKE A LAST LOOK AROUND: CUPBOARDS, CLOSETS, BASEMENTS, ATTIC, BACKYARD, SHEDS etc for FORGOTTEN ITEMS CHECK MAILBOX LOCK ALL DOORS & WINDOWS, TURN DOWN HVAC

LG FURNITURE + TV SIZES - MEASURE TO ENSURE PLACEMENT IN NEW HOME	NOTES

MOVING DAY - MOVING IN	NOTES
Arrive before movers if poss. and have doors opened, areas prepped for them	
Have a plan & advise movers where each box, piece of furn. is to be placed	
Check moving inventory to ensure everything was delivered before signing any papers - if in doubt, write that you have not been able to verify everything yet.	
Ask the movers to read off the inventory numbers on boxes and furniture while you check the list. Note any damage on inventory sheet.	
Unpack valuable items such as silver, art, jewelery asap.	

