

# Moving Checklist

We've put together a handy checklist to help make your move go as smooth as possible.



## 3-4 WEEKS PRIOR TO MOVE

- ☐ Book with New Roots Moving Company! Book online at [newrootsmoving.com](http://newrootsmoving.com) or call us at 330.295.2449
- ☐ Begin to inventory everything you need to move
- ☐ Donate any unwanted clothing or furniture
- ☐ Contact your insurance company to transfer policies (life, homeowners, etc.)
- ☐ Review tax deductions on moving expenses
- ☐ Request change of address from post office
- ☐ Prepare a list of friends, business firms, and personal accounts who should be notified of your move

### Arrange a Cut-Off/Activation Dates for Utility Companies:

- ☐ Telephone
- ☐ Cable
- ☐ Gas/Electricity/Water
- ☐ Garbage

## 2 Weeks Prior to Move

- ☐ Purchase any moving supplies - visit [newrootsmoving.com](http://newrootsmoving.com) to access our full catalogue of supplies with free delivery!
- ☐ 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 that can't be transported:

- ☐ Aerosol cans
- ☐ Cleaning fluid
- ☐ Ammunitions
- ☐ Fireworks
- ☐ Household liquids
- ☐ Oil cans/paint/thinner
- ☐ Propane tanks

## 1 Week Prior to Move

- ☐ Check furniture for dents & scratches
- ☐ Label items you need to access easily
- ☐ Clean out refrigerator/defrost and dry the day before moving
- ☐ Drain equipment: water hoses, propane tanks, gas/oil in lawnmowers
- ☐ Schedule to have utilities turned on at 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 the 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 day of move
- ☐ All pictures are removed from 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 (and money)

### Prepare an Essentials Box:

- ☐ Toilet paper
- ☐ Snacks/coffee
- ☐ Scissors/pocket knife
- ☐ Garbage bags
- ☐ Change of clothes
- ☐ Dish soap and towels
- ☐ Pet food
- ☐ Flashlight
- ☐ Portable tool kit
- ☐ Towels
- ☐ All-purpose cleaner
- ☐ Mug/plate/cutlery
- ☐ Shower curtain
- ☐ Important records/documents

### Before you leave the house:

- ☐ Shut off water
- ☐ A/C shut off
- ☐ Lights turned off
- ☐ Windows shut and locked
- ☐ Surrender house keys
- ☐ Check for items left behind

### DID YOU KNOW?

In addition to offering professional packing services, we sell ALL the supplies you need for your move. From moving boxes to bubble wrap and tape, we've got you covered.