



# Moving Prep List

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## 8 -12 weeks before the move

- Create a master move calendar with all important dates
- Select moving day
- Take pictures of the house the way it is for reference and insurance purposes
- Photograph furniture you plan to donate. Send pictures to relatives/organizations to determine their interest
- Plan where furniture will go in new home, make sure everything fits
- Get moving boxes and packing material
- Start sorting through your belongings – category by category – and decide what to keep and what NOT to keep.
- Decide what to do with unwanted items; sell, donate, recycle or toss
- Begin packing. Make sure to label boxes clearly, by room and content
- Look for and order additional furniture needed for new home. Arrange for delivery
- Find fabric and get old furniture re-upholstered, as necessary
- Make arrangements for furniture and rugs to be cleaned before moving
- Make new home design decisions: choose floor coverings, paint colors, cabinets, countertops, appliances, window treatments, etc.
- Document belongings for estate planning, appraisal, and/or insurance purposes
- Arrange for distribution and/or pick up of your unwanted items
- Maintain clear, complete donation records

## 4 weeks before the move

- Contact movers and get estimates from at least two companies.
- Arrange getting treasures to family and friends
- Compose list of people/companies to notify with change of address
- Arrange for final clean-up/hauling after your move
- Contact charities for final donation pick up
- Have pre-printed address label with your new address made

## 2 weeks before the move

- Notify utility companies (water, garbage, telephone, cable, newspaper, PGE) of your move



- Arrange for new services to begin on your move-in day
- Reserve the elevator for moving day if you're leaving/going to an apartment or condo
- Ask family/friends to pick up their items well in advance of the movers
- Arrange for deep cleaning of existing residence (so residence is move-in-ready for next owner)
- Ask family or friends for extra help on the day of the move
- Arrange for extra trash pickup and disposal of hazardous material (if necessary)

### **1 week before the move**

- Make sure everything is clearly marked and organized for moving day
- De-clutter and clean surfaces (if getting the house ready for sale)
- Reposition furniture, light fixtures, and accessories to create more space
- Pack your "survival bag" for the day of the move (with keys, change of clothes, medicine, jewelry, basic tools and cleaning supply)
- Pack last minute things

### **Moving Day**

- Move cars to make room for moving van
- Meet, direct and oversee movers at old house
- Meet movers at new house with floor plan to show them where things go
- Unpack boxes and put everything in its place
- Remove boxes and packing material
- Plug in lamps, connect TV, phone, internet
- Make the beds for first night

### **Settle In/Design Your New Home**

- Organize closets, office space, kitchen cabinets, bathroom cabinets and book cases
- Hang pictures, add accessories and make finishing touches