

MOVING CHECKLIST

Here is a handy checklist to help make the best of your move! By following this checklist prior to your move, you can ensure that you are as prepared and stress-free as possible on your moving day.

3-4 WEEKS PRIOR TO MOVE

- Book your move with Clever Moving: call us at 949.667.4777
- Make an inventory of everything to be moved
- Donate any unwanted clothing or furniture
- Book the moving elevator and confirm parking arrangement for truck
- Contact insurance company to transfer policies (life, homeowners, renters, etc.)
- Review Tax deductions on moving expenses
- Request change of address kit from post-office
- Prepare a list of friends, business firms and personal accounts who should be notified of your upcoming move
- Arrange cut-off/activation dates for utility companies:
 - Telephone
 - Cable
 - Gas/Electricity/Water
 - Garbage
- Purchase any moving supplies - available from Clever Moving - just give us a call: 949.667.4777
- 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
 - Ammunition
 - Fireworks
 - Household Liquids
 - Oil Cans/Paint/Thinner
 - Propane Tanks

1 WEEK PRIOR TO MOVE

- Check furniture for dents and scratches
- Label items you need to access easily
- Clean out the refrigerator/plan to defrost and dry day before move
- Drain equipment: water hoses, propane tank, gas/oil lawnmowers
- Schedule to have utilities turn on at your 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 electronics are unplugged from a power source.
- 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 linens are removed from beds
- All rooms, closets, cabinets have been checked

Prepare an essentials box:

- Toilet Paper (unopened)
- Snacks/Instant Coffee
- Scissors/Pocket Knife
- Garbage Bags
- Change of Clothes
- Dish Soap and Towel
- Pet Food and Dish
- Flashlight
- Portable Tool Kit
- Towels
- All-Purpose Cleaner (unopened)
- Mugs/Plates/Cutlery
- Shower Curtain
- Important Records/Documents

Before you leave the house:

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

DID YOU KNOW?

The busiest days to move are the last three days of every month? Call Clever Moving today to book ahead! 949.667.4777

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