

CARLETON REALTY

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ESSENTIAL PACKING/MOVING ITEMS

- Bright Colored Stickers or Masking Tape (Different Color or Design for Each Room in Your Home)
- Boxes
- Shipping Tape
- Painter's Tape
- Poster Board
- Large Permanent Marker
- Scissors
- Box Cutter / Utility Knife
- Trash Bags
- Recycling Bin
- Packing Paper
- Pen & Paper
- Clear Tote (to Keep All Packing Items)
- Rubber Bands / Twist Ties
- Basic Tools (Screwdriver / Drill / Hammer / Nails / Level)



GET MOVING!

Moving can seem overwhelming; however, with a solid plan and some great organizing techniques, you can make moving a breeze!

We hope you will find our tips and checklist helpful!

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Helpful Tips...

- Rather than writing the corresponding room on each box, use color codes to represent the various rooms. Stickers or masking tape pieces (no less than 2"x2"), with varying bright colors/designs, can be used as labels. Assign each color/design to a specific room, so at a glance, you and the movers can distinguish where each box belongs!
 - Place one sticker/masking tape piece on the side of each box and another one on the end of the box, so the labels are visible from various angles, even when boxes are stacked on top of each other.
 - Create a color chart, by writing the name of each room on a poster board, with a sample sticker/masking tape piece beside the corresponding room. This chart should be displayed for you and the movers.
- Number each box and list the contents of each box on a sheet of paper.
- Wrap fragile items in towels, bed sheets/pillow cases, table cloths and clothing that you will be taking with you to your new home. This will help you avoid the high cost and waste of using other packing materials, such as packing peanuts and bubble wrap.
- In addition to boxes, your luggage can be used for transporting items to your new home.
- Before removing cords and disassembling items, take a photo of the products while they are fully assembled, as a guide for when you reassemble the items at your new home.
- When removing cords from appliances/electronic equipment, use twist ties or rubber bands to keep cords organized. Write the name of the corresponding appliance/electronic equipment on a piece of painter's tape and attach it to the cord, so you may easily match the cord to the product, later.



MOVING CHECKLIST



FIRST STEPS

- ☐ Gather your packing supplies as soon as possible.
- ☐ Get quotes and schedule the movers.
- ☐ Measure doorways, stairways, and rooms to ensure your items will properly fit in your new home.
- ☐ Sort your possessions based on the following categories: Donate / Sell / Trash / Recycle / Keep (Be sure to handle the items in each group, according to plan.)
- ☐ Begin packing the items you rarely use and leave the frequently used items for later.

NEXT STEPS

- ☐ Arrange for your mail to be forwarded to your new address (USPS.com).
- ☐ Notify others of your change of address.
- ☐ Contact the utility companies regarding when to transfer the utilities out of your name at your current address...and when to transfer them into your name at your new home.
- ☐ If you have children who will be changing schools because of the move, be sure to enroll them in the new school and transfer their records.

Create an "Essentials & Valuables" tote that contains items that should remain securely in your possession and be easily accessible to you through your entire move. Following are some of the essential / valuable items to have readily available:

- | | | | |
|------------------------|---------------------|-------------------|---------------------|
| • Chargers | • Trash Bags | • Snacks | • Binder Containing |
| • Hand Soap | • Light Bulbs | • Drinking Water | Important |
| • Paper Towels | • Flashlight | • Children's | Records (e.g., |
| • Toilet Paper | • Cleaning Supplies | Essentials - | Passport, Social |
| • Tools | • Step Ladder | Diapers, Wipes, | Security Card, |
| • Box Cutter / Utility | • Pen & Paper | Food, Bottles, | Medical Records, |
| Knife | • Change of | Toys (If | Insurance |
| • Scissors | Clothes | Applicable) | Records, etc.). |
| • Tape Measure | • First Aid Kit | • Pet Food (If | • Heirlooms, |
| • Level | • Prescriptions / | Applicable) | Valuable Jewelry / |
| • Masking / | Medications | • Pet Leash (If | Watches |
| Painter's Tape | • Paper Plates | Applicable | • Keys to the New |
| | | • Laptop / Tablet | House |

FINAL STEPS

- ☐ Arrange for your current home and new home to be cleaned (including appliances).
- ☐ Arrange for the new owners to gain access to your current home.
- ☐ Before leaving your current home for the last time, check for personal items that may have been overlooked. Check inside the dishwasher, top shelves, all cabinets / drawers, crawl space, storage shed, etc.
- ☐ Speak with your insurance agent to ensure you retain adequate coverage for your real property and personal property at all times.

WHO TO NOTIFY ABOUT YOUR ADDRESS CHANGE?

- USPS.com
- Physicians / Dentist
- Pharmacy
- Bank
- Credit Card Companies
- Insurance Agency / Companies
- Employer
- School
- Church
- CPA / Tax Advisor
- Family
- Friends
- Utility Companies
- Subscriptions

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