

Calm the Chaos MOVING CHECKLIST

3 MONTHS OUT +

- Renters, notify leasing office according to their move out notification terms
- Determine how you will move items (truck rental, u-box/pod, moving truck company)
- Schedule movers, packers or organizing services needed
- Will vehicles need to be shipped (research auto transport companies | schedule at least 2 days prior to move out)
- Reserve a storage unit (if needed)
- Begin decluttering and sell or donate items you will not be packing to move

1 MONTH OUT

Gather Packing Supplies:

- Boxes
- Packing Tape Gun
- Rolls of Packing Tape
- Packing paper
- Bubble Cushion
- Stretch Wrap

Contact Current Services to cancel/transfer

- Telephone
- Water
- Gas | Electric
- TV/Internet
- Trash | Recycling Service

Contact the same Services above to START services upon move in date

1 WEEK OUT

Address Changes:

- USPS
- Insurance
- Banks | Financial Accounts
- Driver's License
- Subscriptions
- IRS
- Social Security
- School | College Records
- Family | Friends

Begin Packing

- Nonessential items
- Seasonal items not being used
- Books
- Décor/Pictures

2 DAYS OUT

- Schedule a mail hold at post office for new address until move-in date
- Place personal and financial documents in a box/envelope to keep with you
- Pack a suitcase of essential items to have with you for the next few days until you can unpack
- Set aside medications | supplements to pack in your suitcase and keep with you
- Plan meals for the next few days and food delivery for moving day
- Confirm arrival time of movers and any other special instructions
- Get cash to tip movers or food delivery
- Purchase drawer | shelf liner for new place to be installed at move in
- Moving day kit (since all items will be packed keep the following out & take these items to have for move in day):
 - Water Bottles | Drinks
 - Snacks
 - Paper Towels | Hand Soap
 - Paper Plates | Plastic Utensils
 - Toilet Paper

MOVING DAY

- Load all personal items out of your space
- Pay and tip movers
- Do a final inspection to make sure you have everything out
- Do a final cleaning and dispose of all trash (see cleaning list below for more details)
- Lock all doors and windows
- Return keys
- Take your personal and financial documents with you

CLEANING LIST

- Remove nails and hooks and fill holes
- Dust everywhere, exhaust fans and ceiling fixtures
- Clean windows
- Wash window sills, walls, and baseboards
- Wipe down door knobs, light switches and outlet covers.
- Mop floors
- Vacuum and Clean carpet
- Replace any burnt out light bulbs
- Scrub shower/tub
- Disinfect countertops
- Polish sinks and faucet
- Windex mirrors
- Scrub and disinfect the toilet
- Remove all items and wipe down and clean the refrigerator
- Clean the stove top and oven
- Wipe out drawers and cabinet shelves

MOVING IN DAY

- Complete Leasing company move in checklist | take photos of any damages
- Place toilet paper on toilet holder
- Place Hand soap in bathroom | kitchen
- Install drawer and shelf liners
- Install shower curtain
- Moving In Day Essential Kit
 - Water Bottles | Drinks
 - Snacks
 - Paper Towels | Hand Soap
 - Paper Plates | Plastic Utensils
 - Toilet Paper
- Place boxes in the designates rooms
- Unpack Bathroom & Kitchen items first
- Set up beds
- Place Furniture Items
- Connect Wi-Fi
- Make sure all services are activated
- Complete all change of address on accounts
- Set up new doctors | dentist | pharmacy
- Moved out of State:
 - New Driver's License
 - Register your vehicles
 - Register to vote
 - New medical insurance provider