

MOVING

Checklist



MGSI wants to help you be as prepared and stress-free as possible on your moving day! Please refer to this checklist for guidance each step of the way.

3-4 WEEKS PRIOR TO MOVE:

- If hiring a mover, obtain quotes and book your moving company.
- Create an inventory of everything to be moved.
- Contact insurance company to transfer policies (life, homeowners)
- Request a change of address from local post office, set up mail forwarding, and prepare a list of business and personal contacts to notify of your upcoming move.
- Schedule disconnect and activation dates for utilities (telephone, cable, gas, electricity, water, internet, alarm, sewer, trash/recycling, etc.)
- Give advance thought and planning to where things will go in your new home by taking measurements, mapping out where furniture will go, and ensuring larger pieces of furniture will fit through doorways.
- Begin sorting through your belongings and donate, recycle, or sell any unwanted items

DAY BEFORE MOVE:

- Clean out the refrigerator and defrost and dry it the day before your move.
- Pack a travel bag with the important items your family may need on moving day such as toothbrushes, changes of clothing, medications, soap, toilet paper, phone chargers, first aid kit, etc.
- Check furniture and note any existing dents and scratches
- Ensure all boxes are labeled correctly with their contents and/or destination room and designate any boxes as "last load" items.
- Unplug electronics from their power source so they have time to cool down before handling.
- Ensure that all pictures are removed from the walls and all heavy and breakable items are removed from dressers and desks.

2 WEEKS PRIOR TO MOVE:

- Purchase or gather moving boxes, packing tape, bubble wrap, markers, and any other moving supplies.
- Make a plan to dispose of flammables that can't be transported (aerosol cans, cleaning fluid, etc.).
- Consider servicing your major appliances and/or car to prepare for moving and/or shipment.
- Arrange for cleaning of both your new home and existing home.
- Confirm travel arrangements for family members during the move and consider pet care to make moving day less stressful for both you and your pets.

DAY OF MOVE:

- Disassemble bedroom sets to save time and make sure all linens are removed from beds.
- Turn off water, lights, and air conditioner.
- Close and lock windows.
- Gather house keys, mailbox keys, garage door openers, gate codes, etc. to surrender to new owner.
- Do a double check of all rooms, closets, and cabinets for any remaining items left behind.
- Enjoy your new home!**



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