

Moving Checklist | Move150.com

Before You Move:

- Schedule a move with the respective moving company of your choice. If your move is being paid by a third party, confirm the services which they will pay for and which services would be excluded (e.g. packing, etc.)
- If you choose to have a crew do the packing for you, conduct a thorough cleaning of your furniture and items and determine which items you want to keep and move and which items you want to discard.
- Donate all unwanted clothing or household goods to charitable organizations. Obtain documentation showing the items' approximate value for possible tax deductions.
- Notify the post office that you are moving. An online Change of Address form is available on the United States Postal Service Web site or you may pick up a form at your local post office.
- Prepare a list of people and companies and others who should be notified of your move, including but not limited to your utilities providers, cable or satellite provider, etc.
- Set a date for having utilities disconnected. If possible, plan to keep utilities in service through moving day.
- **Notify your moving company as to any changes in dates or other changes that could affect your move. Be sure to check for errors on your moving confirmation and phone numbers where you can be reached.**
- Confirm any extra stops required to pick up or deliver goods to a location other than the main pickup or delivery points.
- Texas law requires that you dispose of all chemicals or flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons such as weed killer. Drain fuel from your power mower and other machinery. Discard partly used cans of oil, paint, thinner, bleach, or any other substances that may be flammable or combustible or those stored in containers that may leak.
- Prepare A “First Day” Kit – By creating a “first day” kit the first 24 hours of your new place will be much more accommodating and convenient. Simply pack some items separately that are important and/or essential such as dishes, soap, towels, snacks, tissue, laptop, toys, a lamp, etc.

If You Are Doing Your Own Packing:

- Make sure everything is ready to go before moving day.
- **IMPORTANT:** Pack Your Boxes Under 50 lbs. Per Box – This will cause the boxes to be moved more safe and more efficiently during the course of your move. The boxes being packed

under 50 lbs. will make sure that the box does not “come apart” due to being over-packed, if a box is filled past its capacity it can rip open while being handled.

- Packing Boxes & Cartons - You can either purchase wrapping paper or use unprinted newspaper (ink stains) to fill in "holes". Do not be frugal with the paper when packing, especially when packing fragile and breakable items. The paper will serve as a cushion and reduce the possibility of damage. Also be sure to wrap all breakable and glass items that would be damaged or crushed before placing them inside the paper-padded box. If you move the box and can hear any items moving around on the inside, the box has been packed improperly and the possibility for damage is heightened.
- Use a Dish Pack Carton for Delicate & Fragile things - The individual sections within the carton square measure designed to carry plates in one section, glasses and stem-ware in another, and cups in an exceedingly third. Pack dishes edge, facet by facet and at the lowest of the carton.
- Direct Glass Handles, Cup Handles, Vase Sprouts and Pitcher Spouts - toward the middle of the carton surrounding by wrapping paper, never place them next to the sidewall or directed towards the sidewall of the carton.
- Shield Mirrors, Photos and Glasses in Flat Mirror & Picture Cartons - tiny photos is wrapped and packed edgy in medium cartons.
- Use Good Judgment When Packing & Getting Ready For Movers – Do your best to make certain that your move is as prepared and organized as possible to ensure that your move goes quickly and safely.

During The Move:

- Make sure pathways are clear and that movers will have the ability to move in and out of your residence without anything or anybody blocking their path.
- Please make sure that young children and/or pets are supervised.
- Please make sure that your boxes are well cushioned and secure from movement within the box before the movers have arrived.
- Point out to the packers any extra-fragile items needing special attention. Mark appropriately any items you do not want packed or moved, as well as cartons you will want first when the moves arrive at your destination.
- If possible, Unplug all electronic appliances 24 hours in advance of a move, except plasma televisions, so that they will be at room temperature on moving day. This includes home computers, stereos, and audio/video equipment.
- Check closets, cabinets, and storage lockers for any articles overlooked.
- It is your responsibility to see that all mechanical and electrical equipment is properly working and in good working condition for shipping prior to the arrival of the moving van at your expense.
- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete.

- Make sure the mover has the exact destination address. Be sure to let the mover know how you can be reached, including phone numbers, pending the arrival of your household goods.
- Be on hand to accept delivery. If you cannot be there personally, be sure you authorize an adult to be your representative to accept delivery and pay the charges for you.
- Check your household goods as they are unloaded. If there is a change in the condition of the property from that noted on the inventory at the time of loading or if any items are missing, note discrepancies on the van operator's copy of the inventory sheet. By signing the inventory sheet, you are acknowledging receipt of all items listed. Personally report any loss or damage to your salesperson or move coordinator.
- Keep all documents pertaining to your move in a safe place. You will need them for verification of moving expenses when you file your federal income tax returns.

150 Movers | 713-492-5599 | move@move150.com