

CHILD'S SUITCASE PACKING LIST



- Oral hygiene (toothbrush, toothpaste, floss, mouthwash, etc.)
- Brush/comb
- First aid medication (Tylenol, Benadryl, vitamins, etc.)
- Clothing
- Jackets
- Socks
- Underwear/Pull-ups
- Shoes
- Swimsuit
- Sunglasses
- Sandals/flip-flops
- Tablet and charger
- Computer and charger
- Books
- Toys
- Blankets
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PET SUITCASE PACKING LIST



- Carrier
- Food for enough days until household goods arrive, plus roughly 20% extra
- Treats
- Bowls
- Crates
- Leash
- Medicine
- Pooper scooper and bags
- Medical and immunization record
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HIGH-VALUE ITEMS SHEET

HIGH-VALUE ITEMS SHEET

Consider high-value items anything over \$500. Items that would be difficult to replace can also be specifically listed. If able, highly sentimental items should remain with you during the move.

1. Take pictures of each item from multiple angles.
2. Note item name (including brand).
3. Note serial number (or identifying number).
4. Note condition and ensure the pictures reflect that condition.
 - Ensure previous damage is extremely well documented.
 - Include reference items (rulers, quarters, etc.) to show relative size of any documented damage.

Item Name/Brand	Serial Number	Condition
EXAMPLE: SAMSUNG 24" TELEVISION	X45FG678888ZZ	Large scratch on the back top left corner

CLEANING CHECKLIST

CLEANING CHECKLIST

Complete the cleaning checklist prior to pack up. Rooms and areas that are low traffic can be done well in advance of the move date. Make a plan to break the task of cleaning the whole house in to manageable chunks. Decide if you want to do one room at a time or one task at a time (e.g., clean all wall surfaces as one task or clean all items in one room before moving to the next room). This checklist can also be used upon moving in to the new location.

- Dust everything, including ceiling fans, working from top to bottom
- Clean kitchen appliances, inside and out:
 - Prior to cleaning out the fridge, plan to use up as much food as possible (Tip: Consider donating open condiments, staples, etc. to a friend or neighbor)
 - Plan on three days for the freezer to defrost fully
 - Decide when the final load of the dishwasher will be (Tip: Clean dishwasher afterward and post a sign reminding family members to not put anything in it)
- Wipe the inside and outside of all cabinets and drawers
- Clean sinks and countertops in kitchen and bathrooms
- Scrub toilets
- Clean showers and bathtubs
- Wipe mirrors
- Decide when final laundry will be completed and plan accordingly
- Wipe down walls, removing and/or fixing as many marks as possible
- Wipe down baseboards
- Sweep, vacuum, and mop floors, as appropriate
- Vacuum or wash all rugs
- Dispose of old air fresheners and make a plan for moving candles
- Empty and clean the inside of trash cans; curbside trash cans may need cleaned per your garbage collection agreement
- Donate, plant, or prepare to transfer any potted plants (Tip: Rubber totes make transferring potted plants easier)
- Clean aquariums and plan for transporting or donating fish

TIPS & RESOURCES

TIPS

- Keep all travel paperwork and receipts for reimbursement (if allowed).
- Pack-up is easier than unpacking—plan child care accordingly.
- Donate items you can't move (candles, liquids, etc.) to a local shelter.
- Consider taking batteries out of items that may get switched on during the move.
- Furniture hardware can be removed before the packers arrive and placed in a plastic bag; attach the bag (tape/shrink wrap) to the furniture or inside a drawer.
- To keep fresh and organized, place towels, sheets, and folded clothing in garbage bags (use scented bags or add a dryer sheet, if desired)—label the garbage bag!
- Don't overfill bags as packers will have to force them in boxes.
- Upside down garbage bags can also be used to organize and protect hanging clothes.
- Take pictures of the connection side of electronics so you know how to reconnect everything on the backside of the move.
- Make one location in your house the "Do Not Move" area, which is where all your personal packing list items should go.
- Ensure that the moving company places path protectors in their tracks (i.e., make sure that as furniture is being taken out, it travels a set, protected path)
- Make sure that as rooms are being packed they are being labeled for the future room they will be delivered to (e.g., if you have games in your pantry, but you want them in the basement, label it as such and tell the pack-up crew the accurate location).
- Walk the house regularly during pack-up.
- If you are staying in the house as it is being packed up, ask the move crew for an additional box you can throw your sheets into on the morning of the move.
- Consider buying food and drinks for the pack-up and move crew. Items like bagels in the morning or pizza for lunch are a nice gesture. Water and power drinks are greatly appreciated during the day.
- If you are the only adult home for packing or delivery, make sure you also have access to food and drinks as you will not be able to leave.
- If traveling with animals, place bed sheets over the seats of the car.
- When you unpack, we highly recommend taking one room at a time to organize. We tend to do one room a night upon arrival and usually manage to have our house fully organized in two weeks.
- Keep in mind that as you unpack, you are at a greater risk for theft. People will be well aware that you have moved in and will be able to easily see your boxes on the curb.
- If you don't want to worry about disposing of moving boxes, have the movers take the boxes with them. (Some companies will come back and pick up boxes at a later date.)

CHANGE OF ADDRESS LETTERS

BEFORE MOVE LETTER

Hello,

I am a current subscriber to **INSERT MAGAZINE** and will be moving in **INSERT MONTH** on the **INSERT DATE**.

My current address is
INSERT FULL OLD ADDRESS

My new address will be
INSERT FULL NEW ADDRESS

Please change my mailing address accordingly.

Thank you so much,

INSERT NAME
INSERT EMAIL
INSERT PHONE NUMBER

AFTER MOVE LETTER

Hello,

I am a current subscriber to **INSERT MAGAZINE** and moved in **INSERT MONTH**.

My current address in your files is
INSERT FULL OLD ADDRESS

My new address is
INSERT FULL NEW ADDRESS

Please change my mailing address accordingly.

Thank you so much,

INSERT NAME
INSERT EMAIL
INSERT PHONE NUMBER

“DO NOT MOVE” TEXT

Print multiples of the following “Do Not Move” text. Place on all items that are not to be moved.

Create a “Do Not Move Area.” Using painters tape on the floor, physically cordon off an area that is the “Do Not Move Area.” Use plenty of labels on and around this area! Ensure the packers and driver are well aware of this area during the walkthrough. Balance the location of this area so it is out of the way, but has enough visibility for you to keep an eye on valuables and important documents that will be stashed there.

“LABEL BOX _____” TEXT

Print multiples of the “Label Box ___” text. Fill in the appropriate room or area so that the box is labeled for its future location.

For example, if you have games in your pantry, but you want them in the basement, fill in the blank with “Basement” so it reads “Label Box Basement.” Post the sign near the games and add a note saying this applies to the games. Explain your labeling during your walkthrough. In our example, it is also recommended to print off another sign with the blank being “Pantry” so it reads “Label Box Pantry.” Place this sign near the pantry with a note specifying all other items, aside from the games, should be labeled “Pantry.”

For the most part, organize your things so there aren't items in the same area going to multiple locations. One sign on the door of the room, with its future location labeled, will make for happier packers.

**DO NOT
MOVE**

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MOVE**

**DO NOT
MOVE**

LABEL BOX

TAB TEMPLATE

The following template is premade and compatible with Avery “8 Big Tab” insertable tabs.

To verify compatibility, these are the following compatible product ID numbers:

07709, 07713, 07721, 11111, 11112, 11115, 11123, 11124, 11179, 11192, 11222, 11223, 11228, 11401, 11901, 11907, 11983, 11989, 23284, 23285, 71111, 71901, 71907, 81311



Introduction	Introduction
Move To-Do Checklist	Move To-Do Checklist
Move Paperwork	Move Paperwork
Travel Plans	Travel Plans
Packing Lists	Packing Lists
High-Value Items Sheet	High-Value Items Sheet
Cleaning Checklists	Cleaning Checklists
Tips & Resources	Tips & Resources