

# MOVING CHECKLIST

Before every move, we start our day by double checking our moving trucks and supplies. We do this to ensure we are prepared and well organized for our day. We want you to feel the same relief and have created a Moving Checklist to make sure your move goes as efficiently as possible.

## 3-4 WEEKS PRIOR TO MOVE

- ☐ Make an inventory of everything to be moved
- ☐ Donate any unwanted clothing or furniture
- ☐ Book the moving elevator and confirm parking arrangement for our moving truck
- ☐ Contact insurance company to transfer policies (life, homeowners, etc)
- ☐ Review Tax deductions on moving expenses
- ☐ Request change of address kit from post-office
- ☐ Prepare a list of friends, business firms & personal accounts who should be notified of your move

*Arrange cut-off/activation dates for utility companies:*

- ☐ Phone
- ☐ Cable: Spectrum 1-(844)-757-2833
- ☐ Gas: Atmos (270)-901-1677
- Electricity: WRECC (270)-842-6541
- BGMU: (270)-782-1200
- Water: Warren Water (270)-842-0052
- ☐ Garbage Scott Waste 1-(877)-558-2579

## 2 WEEKS PRIOR TO MOVE \* TIME TO PACK\*

- ☐ Make a plan to transport house plants
- ☐ Confirm travel arrangements for pets
- ☐ Book elevators and/or reserve parking spaces
- ☐ Leave clothes in the drawers. It's less boxing. It takes up less space in a truck. We are strong.
- ☐ Schedule an early morning closing with your lender (9/10:00am if possible)
- ☐ Schedule storage units. We will tell you what size you need during our Walk-Thru.  
We recommend the following as the best storage in Bowling Green, KY:
  - Northside of town*
  - Old Louisville Rd Mini Storage (270)-843-3449
  - South/SouthEast*
  - Three Springs Storage (270)-846-7111
  - Downtown*
  - Midtown Storage 270-843-2161
- ☐ Set a goal: 1 room per day per person should be efficient. Budget more for rooms with fragile items.
- ☐ Boxes that aren't full aren't stackable. Stuff any remaining box space with paper or blankets.
- ☐ Tape all boxes shut. Open boxes don't stack well.
- ☐ Use black garbage bags to pack teddy bears, towels and other soft items.
- ☐ Remember: the heavier the item, the smaller the box. Your movers will thank you.
- ☐ Drain equipment: water hoses, propane tank, gas/ oil lawnmowers
- ☐ Package clothes in black garbage bags.  
\*poke 6-8 hangers with clothes through bottom of an upside-down trash bag and tie the bottom.
- ☐ Label all boxes with their destination room in your new home on the top and sides of each box
- ☐ All items are removed from the top of furniture
- ☐ All pictures are removed from the walls
- ☐ All breakable items are removed from dressers and desks
- ☐ Have rugs and draperies cleaned and leave wrapped when returned

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## DAY OF MOVE

- ☐ Coffee
- Make sure:
  - ☐ All vehicles are out of the way of the moving truck
  - ☐ All loose items are packed in boxes
  - ☐ All electronics are unplugged from a power source
  - \*Plasma TV's should be unplugged the day before so they are at room temperature on moving day.*
  - ☐ Have keys to any storage units the movers will need access to
  - ☐ All linens are removed from beds and put in garbage bags or dresser drawers
  - ☐ All rooms, closets, cabinets have been cleared and double checked

## BEFORE YOU LEAVE THE HOUSE

- ☐ A/C shut off
- ☐ Lights turned off
- ☐ Windows shut and locked
- ☐ Surrender house keys
- ☐ Check for items left behind
- ☐ Leave us a 5 star review on Google/Yelp/Facebook
- ☐ Take a family picture, tag us on Facebook and Twitter #TheFiremenMovingCo

\*Please note, we can not transport the following items:

- ☐ Aerosol Cans
- ☐ Cleaning Fluid
- ☐ Ammunition
- ☐ Fireworks
- ☐ Pets
- ☐ Oil Cans/Paint/Thinner
- ☐ Propane Tanks

**Thank you for trusting us with this life changing event! We appreciate your business and look forward to making this transition easier on you and your family!**