

# CHECK LIST

## 1 MONTH BEFORE YOU MOVE



### Make final arrangements with ALL-PRO agreeing on:

- Date and time of move     Boxes needed     Have ALL-PRO pack you     Insurance Coverage

### Begin packing items seldom used:

- Out of season clothes     Seasonal decorations     Books     Silver/China     Albums/Tapes

### Clean out:

- Attic     Closets     Garage/shed     Basement

### Find important papers and keep them packed for quick access when you arrive at your new home:

- Medical Records     Insurance Records     Children's School Records     Car Titles  
 Passports     Checking Accounts     Settlement Papers

### \* Save all receipts of your move and record all expenses incurred as some moving expenses are tax deductible. Accurate records are critical. Record items such as:

- Movers expenses     Boxes     Your travel expenses

## TWO WEEKS BEFORE YOU MOVE

### Send change-of-address forms and leave forwarding address with the Post Office

### Connect utilities and arrange disconnect/connect dates:

	Disconnect Date	Connect Date		Disconnect Date	Connect Date
Electricity	_____	_____	Gas	_____	_____
Water/sewer	_____	_____	Phone	_____	_____
Newspaper	_____	_____	Trash/refuse	_____	_____
Cable	_____	_____			

(Remember to check into hook-up charges and deposits)

### Pack a box of items which may be needed to get you settled in such as:

- Garbage cans and bags     Linens/towels     Cleaners and sponges  
 Paper towels, paper plates/cups     Flashlight     Vacuum/broom  
 Can opener     Tools     Light bulbs

### Empty gas and flammable liquids and dispose of liquid in:

- Lawn mowers     Gas edgers     Gas grills     Gas cans     Kerosene heaters     Chain saws

\* For specific tax information, call the IRS toll free number 800 829-0115 and ask for the moving expense bulletin