

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