



Relocating, whether for the first time or as an experienced mover, requires preparation and organization. To aid in this process, we have compiled a checklist of items designed to facilitate a smoother transition. This list encompasses a range of essentials, from basic packing supplies to practical tools and organizational aids, ensuring that both novices and seasoned movers can navigate the complexities of moving with greater ease and efficiency.

Office Phone # (765)-787-4040

Office Hours Monday-Friday 9am-5pm

### 1. Move-Out Checklist (Old Place)

#### Utilities:

- Schedule disconnection of utilities at the old place one day after moving out.
- Pay off any outstanding bills. Also be sure to give them your forwarding address.

#### Address Change:

- Submit a change of address form to the postal service.
- Update address with banks, subscriptions, and important services.

#### Cleaning:

- Deep clean the old place to secure the deposit (if applicable).
- Check for any personal belongings in hidden areas.

#### Keys:

- Return all keys to the landlord or new tenants.

#### Photographs:

- Take photos of the cleaned-out space for documentation.

### 2. Move-In Checklist (New Place)

- Essentials Box: Pack an essentials box with items you'll need immediately (toiletries, a change of clothes, medications, chargers, basic tools, and snacks).

#### Utilities:

- Ensure utilities (water, gas, electricity, internet) are set up before moving in.
- Conduct a utility check upon arrival (test lights, faucets, appliances).

#### Safety Check:

- Test smoke detectors and carbon monoxide detectors.
- Locate the main water valve and circuit breaker.
- Change the locks for added security (Must be approved with the landlord if renting).

#### Cleaning Supplies:

- Bring basic cleaning supplies for any immediate cleaning needs upon arrival.

#### Furniture and Essentials:

- Measure spaces for furniture to ensure a good fit.
- Prioritize setting up the bed, bathroom essentials, and kitchen basics.

Inventory Inspection:

- If renting, conduct a thorough walkthrough with the inventory checklist provided by the landlord.
- Document any existing damages with photographs.

Groceries and Meals:

- Plan for easy meals during the first few days.
- Stock up on essential groceries and household items.

Neighborhood Acquaintance:

- Locate nearby emergency services, grocery stores, pharmacies, and public transport options.

Community Integration:

- Introduce yourself to neighbors.
- Familiarize yourself with trash collection days and community rules.

Recommendations for High-Priority Items:

- Essentials Box: Ensure this is the last thing loaded and first thing unloaded.
- Utilities Setup: Confirm activation dates and functional utilities to avoid any discomfort on the first day.
- Safety Check: Prioritize for immediate peace of mind and security.
- Inventory Inspection: Protects against future disputes in rental situations.

List of Local Service Providers for the new address:

Electric:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

Water:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

Sewage:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

Trash:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

LNG OR LP Gas:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

Cable/ Satellite:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

Internet:

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

Cell Phone

Company Name \_\_\_\_\_ Phone# (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Person Spoke To: \_\_\_\_\_

\*Update Insurance Company and Cell Phone Providers of New Service Area/ Mailing Address