



# Moving & Storage

## 3-4 WEEKS PRIOR TO MOVE

- Book a moving company! Book online at [aonevanlines.com](http://aonevanlines.com) or call us at 718-928-3311
- Make an inventory of everything to be moved
- Donate any unwanted clothing or furniture
- Book the moving elevator and confirm parking arrangement for truck
- Contact insurance company to transfer policies (life, homeowners)
- Review Tax deductions on moving expenses
- Request change of address kit from post-office
- Prepare a list of friends, business firms and personal accounts who should be notified of your upcoming move

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

- Telephone
- Cable
- Gas/Electricity/Water
- Garbage

## 2 WEEKS PRIOR TO MOVE

- Purchase any moving supplies - call us to 718-928-3311 to get our supplies!
- Make an appointment with a service technician to prepare major appliances for shipment (i.e. plumber, electrician)
- Have rugs and draperies cleaned and leave wrapped when returned
- Obtain written appraisal of antique items to verify value

### Make a plan to dispose of flammables that can't be transported:

- Aerosol Cans
- Cleaning Fluid
- Ammunition
- Fireworks
- Household Liquids
- Oil Cans/Paint/Thinner
- Propane Tanks

## 1 WEEK PRIOR TO MOVE

- Check furniture for dents and scratches
- Label items you need to access easily
- Clean out the refrigerator/plan to defrost and dry day before move
- Drain equipment: water hoses, propane tank, gas/oil lawnmowers
- Schedule to have utilities turn on at your new home
- Make a plan to transport house plants
- Confirm travel arrangements for pets and family

# MOVING CHECKLIST

A One Van-Lines really can make moving almost fun! By following this checklist prior to your move, you can ensure that you are as prepared and stress-free as possible on your moving day.

## DAY OF MOVE

- Designate boxes and items as "last load" items
- All loose items are packed into boxes with the top closed
- All electronics are unplugged from a power source. Plasma TV's should be unplugged the day before so they are at room temperature on move day.
- All pictures are removed from the walls
- All boxes are labeled with their destination room in your new home on the top and sides of each box
- All heavy and breakable items are removed from dressers and desks
- All contents are removed from appliances
- All items are removed from the top of furniture
- All linens are removed from beds
- All rooms, closets, cabinets have been checked
- Disassemble bedroom sets to save time

### Prepare an essentials box:

- Toilet Paper (unopened)
- Snacks/Instant Coffee
- Scissors/Pocket Knife
- Garbage Bags
- Change of Clothes
- Dish Soap and Towel
- Pet Food and Dish
- Flashlight
- Portable Tool Kit
- Towels
- All-Purpose Cleaner (unopened)
- Mug/Plate/Cutlery
- Shower Curtain
- Important Records/Documents

### Before you leave the house:

- Water shut off
- A/C shut off
- Lights turned off
- Windows shut and locked
- Surrender house keys
- Check for items left behind

### DID YOU KNOW?

The busiest days to move are the last three days of every month. Call today to book ahead!



VISIT US ONLINE TO SCHEDULE YOUR NO OBLIGATION ESTIMATE!

[aonevanlines.com](http://aonevanlines.com) 718.928.3311