CUSTOMER GUIDE

Moving & Packing Checklist

Your week-by-week guide to a calmer move, from eight weeks out to your first night in your new home.

Week-by-Week Checklist

6–8 Weeks Before Your Move

- [ ] Create a Moving Planner Folder to track every moving detail and keep receipts for moving-related expenses.
- [ ] Start using up things you can't move, such as frozen food and cleaning supplies.
- [ ] Research your new area: schools, hospitals, grocery stores and local services.
- [ ] If your employer is paying for the move, confirm your moving budget and what you're responsible for.
- [ ] Ask a tax professional whether any of your moving expenses are deductible.
- [ ] Make a list of items you're not taking, and decide whether to sell, donate or dispose of each.
- [ ] List everyone you need to notify: friends, professionals, creditors and subscriptions.
- [ ] Find your vehicle registration and licensing documents.
- [ ] Arrange storage for anything you need to keep off-site.
- [ ] Collect personal records: school, medical, legal and financial. Ask for referrals where useful.

5 Weeks Before Your Move

- [ ] Submit a change of address with your post office.
- [ ] Arrange transportation for pets and plants.
- [ ] Schedule utilities (gas, electric, water, internet, trash) to disconnect at your old home and connect at your new one. Keep the old home's utilities on through moving day.
- [ ] Set up insurance for your new home: auto, homeowner's or renter's, and health.
- [ ] Plan a garage sale, or arrange to donate items you no longer need.
- [ ] Make travel arrangements and reservations for your moving trip.

4 Weeks Before Your Move

- [ ] Sketch a floor plan of your new home and decide where furniture goes. File it in your Moving Planner Folder.
- [ ] If either building has elevators, contact building management to reserve elevator time and review their rules.

3 Weeks Before Your Move

- [ ] If you're packing yourself, get an assortment of boxes and packing supplies, and start packing things you won't need before the move.
- [ ] Have your car serviced if you'll be driving.
- [ ] Update your address with online stores, credit card companies and other accounts.

2 Weeks Before Your Move

- [ ] Confirm your booking details with your mover in your Wont Stop Moving dashboard.
- [ ] If you're doing your own packing, pack steadily now. Label every box clearly.
- [ ] Pack essentials together and mark those boxes "Open First / Load Last".
- [ ] Consider professional packing for fragile and valuable items.
- [ ] Close or move accounts at your local bank if you need to.
- [ ] Empty your safe deposit box, pick up dry cleaning, and return library books and rentals.
- [ ] Drain gas and oil from power equipment such as lawn mowers and snow blowers.

1 Week Before Your Move

- [ ] Review this whole checklist to make sure nothing was missed.
- [ ] Give your movers clear directions to your new home and a phone number where they can reach you.
- [ ] Disconnect major appliances and prepare them for transport.
- [ ] Pack a Trip Kit with what you'll need while your things are in transit. Keep it in your car so it isn't loaded on the truck.
- [ ] Call ahead to confirm utilities are connected at your new home.
- [ ] Confirm the crew's arrival time and share any last-minute details.

Moving Day

- [ ] Have someone at home to meet the movers and answer questions.
- [ ] Keep your floor plan handy so you know where furniture and appliances go.
- [ ] Choose one person to direct where items are placed when the truck is unloaded.
- [ ] Unpack only what you need for the first day or two. Give yourself a couple of weeks to settle in.
- [ ] When the job is done to your satisfaction, give your mover your 6-digit release code. That's when they get paid.

Labeling System

Color code by room

Green	Kitchen
Blue	Primary bedroom
Red	Living room
Yellow	Kids’ rooms
Purple	Bathroom
Orange	Garage / storage
Pink	Office

Label each box with

- Destination room, in large letters
- General contents
- Box number, for your inventory
- “FRAGILE” or “THIS SIDE UP” if needed

Symbol system

★	Unpack first (priority)
○	Not urgent
!	Fragile: handle with care
↑ ↑	This side up

Pro tip: Label the top and two sides of every box so you can read it when boxes are stacked.

Packing Tips

- **Heavy items in small boxes**
  books, tools, canned goods
- **Light items in large boxes**
  linens, pillows, lampshades
- **Heavier items at the bottom**
  lighter items on top
- **Keep boxes under 50 lbs**
  if you can't lift it comfortably, it's too heavy
- **Fill empty space**
  so contents don't shift in transit
- **Photograph electronics**
  before you disconnect the cables
- **Pack plates on edge**
  like records, with padding between each
- **Use suitcases for heavy items**
  they're built to carry weight
- **Ask before leaving drawers full**
  light items can sometimes stay in place, secured with stretch wrap
- **Keep cleaning supplies separate**
  for the final clean of your old home

Notes

Ready to move?

Get an instant quote and book vetted, independent movers online.
Your mover is paid only after you confirm the job is done.

wontstopmoving.com/quote

Questions? 1-888-741-6683 · support@wontstopmoving.com