

Address:

2303 S.E. 14th St.

Suite P

Des Moines, IA 50320

Tel:

1-(877) 465-2823

Monday to Friday, 8am to 5pm EST

Email:

customerservice@enkoproducts.com

#### **Table of Contents**

Moving Checklist	3
3-6 Weeks Before	3
1-2 Weeks Before	3
2-7 Days Before	3
Moving Day (Current Place)	3
Moving Day (New Place)	4
Moving In (1-2 Weeks)	4
Moving Life Hacks	4
Moving with Kids and Pets	5
Moving with Kids	5
Moving with Pets	5
Moving Inventory	5
Living Room	5
Dining Room & Kitchen	6
Laundry Room	6
Bedroom 1	6
Bathroom 1	7
Bedroom 2	7
Bathroom 2	7
Bedroom 3	7
Miscellaneous	8
Moving Cost	8
Cancel and Set Up Utilities	8
Declutter Your Home	9
Moving Supplies	9
Change of Address Notices	10
Flammable Items	
Moving Day Essential Items	10

# **Moving Checklist**

#### 3-6 Weeks Before

	Make a moving inventory list
	Plan your move and estimate your moving costs
	Contact utility providers and schedule disconnection
	Transfer your child's school and medical records
	Declutter your home before moving
	Plan on packing fragile items before moving
	Prepare your packing materials
1-2 We	eeks Before
	Organize packing and make travel arrangements
	Use color coded moving box labels
	Pack non-essential items first
	Safeguard critical documents and valuables for moving
	Take photos of any high-ticket items for loss and damage claims
	Request a change-of-address from your local post office
	Send out new address announcements to family and friends
	Request time off work for moving day
2-7 Da	ys Before
	Continue packing and clean as you go
	Pack essential items separately
	Keep the weight of the boxes reasonable
	Dispose all flammables
	Make your move-in day plan
	Empty and defrost your fridge before moving out
	Give your contact details to old neighbors to forward mail
Moving	g Day (Current Place)
	Disassemble your bed for moving
	Supervise your movers as they pack up
	Do the final walkthrough
	Make sure the movers have your complete and correct new address
	Shut off lights, water and air conditioner

Moving	g Day (New Place)
	Verify utilities are working in your new house Perform an initial inspection and note all damages Clean and vacuum your new place Unpack and start with necessities
Moving	g In (1-2 Weeks)
	Check for damages while unpacking, go for insurance claims if needed Replace all locks if necessary Ensure your mail can reach you at your new address Update your homeowner's insurance if needed
Movi	ng Life Hacks
	Use toilet paper tubes to keep wires and cables organized.
	Cover toiletry bottles with plastic wrap to avoid spilling during the move.
	Leave your clothes on the hanger and wrap them in garbage bags.
	Take a picture of the wiring setup of electronics to ease the re-assemble process.
	Cut a small triangle on both sides of the boxes to make lifting easier.
	Pack dishes sideways so they are less likely to break.
	Store your spices and other kitchen stuff in pots.
	Roll up your clothing instead of folding to avoid wrinkles.
	Stuff your shoes with small stuff such as socks to protect their shape.
	Tape an X shape across the mirror with tape to prevent them from shattering.
	Ideally, the boxes shouldn't exceed 50 pounds.
	Pack light but bulky items with vacuum-sealable bags.
	Label the tops and sides of the boxes to make them easy to identify.
	Use binder clips to guard razor blades.
	Remove toner and ink cartridges from the printer.
	Load heavier items towards the front and items you will need first toward the back.
	Cover your mattress with a pair of fitted sheets.
	Place a rubber band around the doorknob to avoid lockout.
	Put jewelry in egg cartons to keep them from knotting and tangling.
	Insert a cotton ball in makeup compacts to keep them from breaking.

# **Moving with Kids and Pets**

#### Moving with Kids

	Talk to your kids about the move and have a short discussion with all family members.  Stay positive with the move and this will influence your kids' view on the move as well.
	Revisiting a kid's favorite neighborhood spots before moving away can be a great way for them to say farewell.
	Involve your kids in the house moving planning process.
	Choose to move either during the summer or mid-winter so school isn't disrupted.
	Get a sitter to watch your kids while you are in the process of moving.
	Explore the new neighborhood together.
	Set up your child's new room first and encourage them to set up their room by themselves.
Moving	g with Pets
	Get your pets a checkup and a copy of medical history.
	Get moving tips from a veterinarian, ask for anxiety medication if needed.
	Update pet's tags.
	Keep your pet's favorite toy in the crate with them.
	Make sure your pet is well-accustomed to their crate before moving day to reduce stress for all involved.
	Keep them in a separate, quiet room until everything is well packed.
	Go for a walk with your dogs around the new neighborhood a couple times.
Movi	ng Inventory
Living	Room
	Coffee table
	Side table
	Cabinet
	Lamp
	Rug
	Curtains
	Book Shelves
	Sofa

☐ Chairs
☐ Stereo system
☐ Wall Shelves
Dining Room & Kitchen
☐ Dining Table
☐ Chairs
☐ Barbeque gill
☐ Cabinet
☐ Dishwasher
☐ Refrigerator
☐ Stool
☐ Stove
☐ Microware
☐ Table
Blender
☐ Dishes
☐ Pots / Pans
☐ Cutleries
☐ Utensils
Glassware
Laundry Room
☐ Dryer
☐ Iron
☐ Ironing board
☐ Washing machine
Bedroom 1
☐ Bed frame
☐ Mattress
☐ Nightstands
☐ Dresser
☐ Desk
☐ Mirror
☐ Rug
☐ Curtains
☐ Wall Shelves
☐ Clothes

Bathroom 1	
	Mirror Toothbrush Hair dryer Razor Scale Towels
Bedroo	om 2
	Bed frame Mattress Nightstands Dresser Desk Mirror Rug Curtains Wall Shelves Clothes
Bathro	om 2
	Mirror Toothbrush Hair dryer Razor Scale Towels
Bedroo	om 3
	Bed frame Mattress Nightstands Dresser Desk Mirror Rug Curtains

■ Wall Shelves

Clo	thes
Miscellane	eous
☐ Aqu ☐ Clo ☐ Exe ☐ Fan ☐ Gol ☐ Mu: ☐ Sev ☐ Vac	ck rcise equipment f bag sical instrument ving machine cuum cleaner den tools
Moving	Cost ving Truck / Containers : \$
☐ Mo ☐ Mo ☐ Rea ☐ Cle ☐ Rep	vers : \$  ving Supplies : \$  al Estate Fees : \$  aners : \$  pairmen : \$  ity Deposit : \$
Cancel a	and Set Up Utilities
☐ War ☐ Gas ☐ Cab ☐ Inte	3

### **Declutter Your Home**

Donate Unwanted Things
Sell Valuables on eBay
Consign Clothing
Shred Sensitive Paperwork

### **Moving Supplies**

Small Cardboard Boxes x
Medium Cardboard Boxes x
Large Cardboard Boxes x
Packing Tape x
Packing Tape Dispenser
Box Cutter/ Knife
Garbage Bag
Newsprint Paper
Foam Wrap
Bubble Cushioning Wrap
Box Labels Stickers
Fragile Stickers
Rubber Bands
Mattress Cover
Pens
Stretch Film
Measuring Tape
Rope
Gloves
Cleaning Supplies
Blankets

Change of Address Notices
<ul> <li>□ Friends &amp; Family</li> <li>□ Newspaper &amp; magazines Subscriptions</li> <li>□ Investment Firms</li> <li>□ Health Care Providers</li> <li>□ Credit Card Companies</li> <li>□ Banks</li> </ul>
Flammable Items
Aerosol Cans Propane Tanks Ammunition Fireworks Oil Cans / Paints / Thinner Household Liquids
Moving Day Essential Items
<ul><li>□ Scissors/ Knife</li><li>□ Garbage Bags</li><li>□ Portable Tool Kit</li><li>□ Flashlight</li></ul>
☐ Toilet Paper ☐ Clothes & Towel ☐ Toiletries
<ul> <li>☐ Cleanser (Dishwasher + Soap + Detergent)</li> <li>☐ Snack / instant coffee</li> <li>☐ Mug / Plate / Cutlery</li> <li>☐ Important Documents</li> </ul>