Phase 2 — Booking & Initial Packing

Lock in your logistics and start packing rooms you use least.

■ Bookings & Official Notifications

- ■ Book moving company or reserve rental truck
- ■ Notify current landlord / property manager in writing
- ■ Submit USPS Change of Address form
- ■ Notify bank, credit cards, insurance, and subscriptions
- ■ Transfer or cancel utilities at old address
- ■ Set up utilities at new address (electric, gas, water, internet)
- ■ Notify children’s schools; request records transfer
- ■ Notify doctors, dentist, pharmacy; request records transfer

■ Documents & Insurance

- ■ Gather vital documents: passports, birth certs, deeds, leases
- ■ Back up all digital files and photos to cloud/drive
- ■ Photograph valuables for insurance records
- ■ Confirm renter’s or homeowner’s insurance covers the move

■ Books & Media — Begin Packing

- ■ Pack books spine-flat to protect them; use small boxes (heavy)
- ■ Label boxes by genre or destination room
- ■ Donate or sell titles not making the move

■■ Home Office — Pack Non-Essentials

- ■ Back up computer files to external hard drives or cloud
- ■ Disassemble desk if needed; photograph assembly for reference
- ■ Label all cables by device before coiling and packing
- ■ Box and label all files and documents securely

■ Décor & Artwork — Pack

- ■ Wrap fragile décor individually in bubble wrap
- ■ Pack flat artwork in mirror boxes or padded flat boxes
- ■ Remove wall art; patch nail holes if renting

■ Basement / Garage / Storage — Pack

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Phase 2 — Booking & Initial Packing

- ■ Keep frequently used tools accessible until moving day
- ■ Drain fuel from lawn mower, leaf blower, and power tools
- ■ Dispose of paint, chemicals per local hazardous-waste rules
- ■ Pack seasonal items and sports gear; label clearly

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