



Troy Richmond | Office
208.261.4228
Mobile 208.577.7374
www.treasurevalleymoverz.com

MOVING SOON?

Checklist & Costs

Whether you have moved a lot or it's your first time considering a mover, planning and budgeting are important for a stress free move.

3-4 WEEKS PRIOR TO MOVE

- Make an inventory of everything to be moved
- Donate any unwanted clothing or furniture
- Book the moving elevator and confirm parking arrangement for truck
- 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

2-3 WEEKS PRIOR TO MOVE

- Purchase any moving supplies – start packing.

1 WEEK PRIOR TO MOVE

- Check furniture for dents and scratches
- Clean out the refrigerator/
plan to defrost and dry day before move
- Drain: water hoses, gas/oil lawnmowers
- Schedule to have utilities turn on at your new home
- Make a plan to transport house plants

DAY OF MOVE

- 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 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

FOR INTERSTATE MOVES:

- Contact insurance company to transfer policies (life, homeowners)
- Review Tax deductions on moving expenses
- 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
- Label items you need to access easily
- Confirm travel arrangements for pets and family
- Designate boxes and items as "last load" items
- 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



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Average number of boxes needed to pack an apartment or condo:

ROOM	1.5 cu. ft. small box	3.0 cu. ft. medium box	4.5 cu. ft. large box	5.1 cu. ft. dishpack box	Wardrobe box
Kitchen	2	5	4	4	0
Living Room	2	3	2	1	0
Dining Room	0	1	0	2	0
Master Bedroom	1	5	5	0	4
Bedroom #2	1	3	3	0	2
Bathroom	2	0	2	0	0
TOTAL	8	17	16	7	6

Average number of boxes needed for a single family home move:

ROOM	1.5 cu. ft. small box	3.0 cu. ft. medium box	4.5 cu. ft. large box	5.1 cu. ft. dishpack box	Wardrobe box
Kitchen	4	6	4	6	0
Living Room	4	4	4	2	0
Dining Room	0	2	0	4	0
Master Bedroom	3	6	8	0	6
Bedroom #2	2	5	5	0	2
Bedroom #3	2	5	5	0	2
Bathroom #1	2	0	2	0	0
Bathroom #2	2	0	0	0	0
TOTAL	19	28	28	12	10

These estimates only take into account an average home set-up.

Think about which things you tend to have more of than the average household, then add boxes based on that.

- Don't forget about adding boxes to pack hall closets, basements, attics, garages, and sheds.
- If you have many books, papers, or records, add more 1.5 boxes.
- For more knick-knacks, small appliances, and miscellaneous, add more 3.0 boxes.
- For more clothes, blankets, pillows, and stuffed animals, add 4.5 boxes.
- For additional kitchenware, add 5.1 boxes.

Paper and Tape

- Tape: purchase 1 roll of tape for every 10 boxes
- Packing Paper: purchase 25 lbs of packing paper for every 2 dishpack boxes, this is enough to cover dishpacks and additional fragile items in the other boxes

Other tips and rules of thumb for estimating boxes:

Don't forget your mirrors and artwork! Add 1 mirror carton for every 2 large frames in your home.

Do you have bookcases? Add 6 additional 1.5 boxes for every bookcase in your home.

For closets with hanging clothes, a wardrobe box will hold 2 feet worth of hanging items, so just measure the width of your closet to determine how many wardrobe boxes you need.

Move Factors & Estimated Hours

Factors		Furn + Appl	Boxes	Stairs/Long Carry	Drive time	Total Hours
2 men	1 Bedroom					3-5
& Truck	2 Bedrooms					5-7
3 men	3 Bedrooms					7-9
& Truck	4 Bedrooms					7-9