

Moving checklist for San Francisco

1 month-2 months

- Book a moving company
- Book moving arrangements for pets, vehicles and any other special items
- Book storage facility if necessary
- Give your new address to post office (moversguide.usps.com) , friends and family, utility companies, insurance companies, banks and financial institutions, creditors, health providers, schools, subscriptions
- Register kids into a new school, if moving out of the area
- Collect all records (medical, dental, school transcripts...)
- Make an inventory of valuable items
- Make a file for important documents
- Get suitable boxes and containers for the move
- Complete any home repairs you are committed to
- Notify any service providers of your move (gardening, domestic maintenance...)
- Start packing
- Renters: provide your landlord with a written 30 Day moving out notice. Go over your lease agreement and make sure you provide the proper notice.

3 weeks before the move

- Contact utility companies about having your appliances disconnected
- Sell, donate or trash any items you will not be taking with you
- Continue packing

2 weeks

- Return any library books , and collect any other items
- Finish off any food in your cupboards and freezer
- Pack any garage, garden and shed tools or items
- Drain lawn mower and other power tools of oil and gasoline
- Dispose of any hazardous items
- Continue packing
- Contact and inquire about move-out cleaning, carpet steam cleaners
- Also consider inquiring about moving-in cleaning for new home

1 week

- Finish major packing
- Call and confirm any moving arrangements, with movers or any other companies involved
- Make sure all outstanding bills are paid
- Take apart furniture that needs to be disassembled

Moving List Provided by **Max Maids 888-962-9624** “Keeping your hands free for what you love”

1 Day before

- Finish packing
- Put together a box of essential items for the move
- Defrost and clean major appliances
- Make sure all the boxes are labeled appropriately
- Make sure you have all moving related documents on hand

Moving Day

- Be on hand to oversee the loading process
- Give the house a final tour, to check if you’ve forgotten anything
- Leave a note of your name, address, and contact number to the new residents, to forward any mail
- Drop off or arrange for pick up of the keys for your old home.
- Make sure you have the keys to your new home, turn off all switches, lock up and leave

30 Days after move

- Contact utility companies and insure that payments have been made on the final bill for old house and that the accounts are closed
- Send out thank you cards for anyone that may have provided help during your move

Phone Numbers

•San Francisco Customer Service(311) 415-701-2311

•PG&E 800-743-5000 •AT&T 800-310-2355

•Comcast/Cable 800-945-2288 (comcast.com/move-transfer.html) •Water Department 415-550-4911

•Recology Sunset Scavenger 415-330-1300 •Department of Parking 415-553-1200