



PACKING PREPARATION

BEGIN PACKING AND CLEANING YOUR APARTMENT ONE ROOM AT A TIME.

A systematic approach will assist you in estimating the time required to complete your packing. Do not wait for the last day to pack and move.

- Begin packing as soon as you can.
- Pack fragile items in newspaper or in styrofoam packing, then in boxes.
- Remove wall hangings and hangars from unit.
- Begin clean up of housing unit as soon as possible. You can avoid repair/clean-up charges if unit is returned clean and free of damage.
- Prepare plants for relocation a few days in advance of the move date.
- Prepare pets for relocation a day or two in advance of the move date.
- Use all frozen food before move day.
- Collect all outside furniture/toys.
- Disassemble easily taken apart furniture.
- Prepare possessions in storage area/cage for transport.
- Pack all linens except for those that will be used on move day.
- Pack all clothing except those that will be worn on move day.

Items for Moving Day

- Pack all toiletries after morning use.
- Pack linens.
- Pack clothing.
- Consider withholding food from your dog and/or cat on move day.
- Pack snacks, baby formula, diapers.
- Pack contents of refrigerator into cooler with ice.
- Place boxes into truck first.
- Place furniture into truck next.
- Place storage area/cage items into truck.
- Place plants into truck last.
- Insure all possessions have been placed into truck.
- Turn out all lights.
- Lock all windows and doors.
- Don't forget your pets.
- Return keys to Superintendent.