

**Packing:**

- Pack heavier items in small boxes, lighter items in larger boxes.
- Put the heaviest items at the bottom of the box.
- Try to keep boxes under 40lbs.
- Wrap breakable items in newsprint or bubble wrap before packing into boxes.
- When packing breakable items, fill the box  $\frac{3}{4}$  full and use wadded up newsprint to fill the rest of the box.
- Wrap dishes individually and stand them on end in the box.
- Boxes should neither bulge nor cave in.
- Use at least 3 strips of tape to seal the bottoms of boxes. Tape the box top closed when finished packing.
- Label the contents and room for each box. Mark them on the side (not the top) so they are readable when stacked.
- You can use trash bags to pack pillows and linens.
- You can leave clothing inside of dresser drawers, just be sure to remove any breakable items.
- Pack personal items in a suitcase to keep with you.

**Furniture:**

- If you have a very large or heavy item such as a piano, safe, stone or marble please let us know when you schedule your move.
- Take everything off the top of furniture.
- You can leave all non-breakable items in the drawers of your furniture.
- If you disassemble an item, you can tape the screws to the bottom.
- Do not put tape on finished or painted wood.

**Electronics:**

- Disconnect all electronic devices.
- Pack devices into boxes if possible.
- If not packed into a box, you can secure the cord to the device with tape.
- Pack a fragile device into a box by itself with plenty of padding.

**Appliances:**

- Turn off water and gas on all appliances. Disconnect and drain all hoses.
- Unplug power cords and tape to the back of the appliance.
- Immobilize the washing machine tub by placing towels between the tub and the side wall.
- Empty out your refrigerator and freezer. Defrost and allow to dry.
- Linens can be stored in the dryer.

**Lamps and Décor:**

- Remove all bulbs and shades from lamps.
- Wrap the cord around the bottom of the lamp.
- Wrap each picture frame or painting separately.
- Use mirror packs and bubble wrap to protect large or expensive paintings and mirrors.

**General Tips:**

- Bring as many items as you can from upstairs to downstairs.
- Reserve the elevators for your moving day if necessary.
- If you live in a gated community, provide the necessary authorization to allow the moving truck through the gate.
- Inform the necessary contacts of your address change.
- Cancel home services such as the newspaper delivery.
- Contact utility companies and schedule to end service at your old home and begin service at your new home.
- Do a final walk through the old residence before leaving to make sure nothing was forgotten.