



Moving Planner

Insured/Licensed

Moving Checklist



HOME INFORMATION

Owner:

Address:

Contact no.:

Email:

Website:

1 MONTH BEFORE MOVE

- ☐ Figure out what items you will move, place in storage or sell
- ☐ Allocate a budget for your move
- ☐ Get boxes, tape and other moving necessities
- ☐ Notify utility companies of the date of final meter reading
- ☐ Notify cable company, security and any other services you receive
- ☐ Begin cleaning out closets, attic and garage
- ☐ Analyze what item can be thrown away/donated
- ☐

2 WEEKS BEFORE MOVE

- ☐ Submit a postal change of address
- ☐ Empty the fuel from your lawn, mower, power tools, etc.
- ☐ Create a room by room packing calendar and track progress
- ☐ Assemble a folder of important information about your home for the next homeowner
- ☐ Make sure all necessary repairs are completed

CHANGE TO ADDRESS

- ☐ US Portal
- ☐ Service
- ☐ Drivers
- ☐ License
- ☐ IRS
- ☐ Social
- ☐ Security
- ☐ Voter
- ☐ Registration

MOVING DAY

- ☐ Double check that all cabinets, dishwashers
- ☐ Plan meals to use up refrigerated food

are empty

- ☐ Give movers a tour & any specific instruction on what to move and not to move
- ☐ Dispose of trash ☐

Final Cleaning

- ☐ Leave a note of your address in the house so future residents can forward any remaining mail
- ☐ Take a final walkthrough of the home to make sure no items are left behind



Moving Checklist

1-5 DAYS BEFORE MOVE

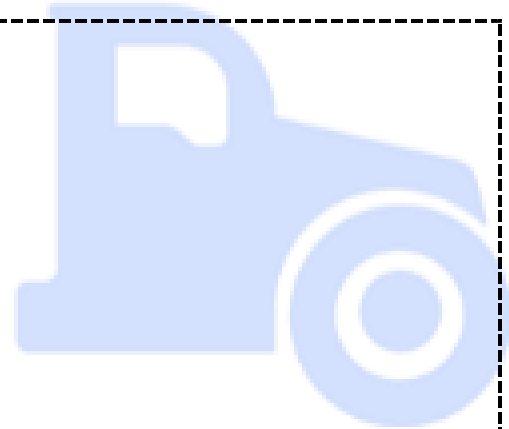
- ☐ Defrost your freezer & empty the ice maker
- ☐ Clean refrigerator, microwave, stovetop & oven
- ☐ Confirm moving arrangements
- ☐ Gather & clean outdoor furniture
- ☐ Pack suitcase for each family member with clothes & toiletries to get through the first 3 days
- ☐ Arrange help for kids/pets for moving day

CONTACTS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

OTHER NOTES

ST. CLOUD
MOVERS
Insuranced/Licensed



Cleaning Checklist

- ✓ **KITCHENS/ DRAWERS**
- ☐ Clean inside and outside of all cabinets and drawers
 - ☐ Wipe down countertops and backsplashes
 - ☐ Scrub and degrease stovetop, knobs, and range hood
 - ☐ Clean oven (including racks and drip pans)
 - ☐ Empty and clean refrigerator and freezer (defrost if needed)
 - ☐ Clean dishwasher filter and wipe exterior
 - ☐ Sanitize sink and faucet
 - ☐ Vacuum and mop the kitchen floor

- ✓ **BEDROOMS & LIVING AREAS**
- ☐ Dust ceiling fans and light fixtures
 - ☐ Wipe down walls, light switches, and doorknobs
 - ☐ Clean interior windows, baseboards, window sills, and blinds
 - ☐ Remove any nails or hooks and patch holes
 - ☐ Patch and touch-up holes if possible
 - ☐ Vacuum carpets
 - ☐ Sweep and mop hardwood or tile floors
 - ☐

- ✓ **TOILETS/BATHROOMS**
- ☐ Scrub and disinfect toilets, sinks, showers, and tubs
 - ☐ Wipe down mirrors and counters
 - ☐ Clean inside cabinets and drawers
 - ☐ Disinfect light switches and handles
 - ☐ Vacuum and mop floors
 - ☐

- ✓ **CLOSETS & STORAGE**
- ☐ Empty and wipe down all closets
 - ☐ Clean shelving units or built-ins
 - ☐ Check attic, basement, and garage for forgotten items
 - ☐ Vacuum or sweep floors
 - ☐

- ✓ **LAUNDRY AREA**
- ☐ Wipe down washer and dryer (inside and out)
 - ☐ Clean lint trap in dryer
 - ☐ Sweep and mop laundry area floor
 - ☐

Cleaning Checklist

✓ DOORS & ENTRYWAYS:

- ☐ Wipe down front and back doors
- ☐ Clean door frames and knobs
- ☐ Sweep porch or entry area
- ☐ Sweep garage and driveway if needed

✓ DOORS & ENTRYWAYS:

- ☐ Scrub tile surfaces in bathrooms and kitchens
- ☐ Clean grout lines with a grout brush or old toothbrush
- ☐ Use a tile-safe cleaner to remove soap scum and stains
- ☐ Check for any mold or mildew and clean thoroughly
- ☐ Dry tiles to prevent streaks or residue

NOTES

✓ GARDEN / PATIO / OUTDOOR AREAS (IF APPLICABLE)

- ☐ Mow the lawn and trim edges
- ☐ Wipe down outdoor furniture (if staying behind)
- ☐ Pull weeds from garden beds and pathways
- ☐ Remove dead plants or empty pots
- ☐ Clean out shed or storage units
- ☐ Clear gutters of leaves or debris (if possible)

✓ OTHER CLEANING/FINAL TOUCHES

- ☐ Remove all trash and recycling
- ☐ Check closets, attic, basement & garage for left-behind items
- ☐ Vacuum carpets and mop all hard floors
- ☐ Clean thermostat, vents, and filters (if applicable)
- ☐ Leave keys and any notes or manuals for the new residents

Address Change

MOVING DAY: _____

START TIME: _____

FINANCIAL INSTITUTIONS

- ☐ Banks
- ☐ Credit cards
- ☐ Loan agencies
- ☐ Car insurance
- ☐ Home insurance
- ☐ Employer
- ☐ _____

GOVERNMENT AGENCIES

- ☐ DMV
- ☐ Post office
- ☐ Social security
- ☐ voter registration
- ☐ _____
- ☐ _____
- ☐ _____

MEMBERSHIPS

- ☐ AAA
- ☐ Magazines/Subscriptions
- ☐ Church
- ☐ School
- ☐ Gym
- ☐ _____
- ☐ _____

UTILITY COMPANIES

- ☐ Water
- ☐ Electricity
- ☐ Gas
- ☐ TV Company
- ☐ Internet
- ☐ Phone
- ☐ _____

MEDICAL OFFICES

- ☐ Health insurance
- ☐ Doctor
- ☐ Dentist
- ☐ Eyecare
- ☐ Pharmacy
- ☐ Vet
- ☐ _____

MISCELLANEOUS

- ☐ Amazon
- ☐ Online pizza delivery
- ☐ Family and friends
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Moving Supplies

BASIC FURNITURE

- | | | |
|---|---|----------------------------------|
| ☐ Dining Table and chairs | ☐ Computer or laptop | ☐ Floor lamp |
| ☐ Office desk and chair | ☐ Sofa | ☐ _____ |
| ☐ Lamps | ☐ Chairs | ☐ _____ |
| ☐ Bookcase | ☐ Coffee and end tables | ☐ _____ |

BEDROOM/ENTERTAINMENT

- | | | |
|------------------------------------|---|--|
| ☐ Mattress set | ☐ Bed linen | ☐ Blinds |
| ☐ Night table | ☐ Alarm clock radio | ☐ DVD Player |
| ☐ Dresser | ☐ Clothing hangers | ☐ TV and mount/Stand |
| ☐ Table lamp | ☐ Drapery and hangers | ☐ Audio accessories |

BATHROOM/KITCHEN

- | | | |
|--|---|---|
| ☐ Bath mat | ☐ Shower curtain, liner & rings | ☐ Coffee machine |
| ☐ Toilet Paper | ☐ Wastebasket | ☐ Hand mixer |
| ☐ Toilet brush & plunger | ☐ Cutlery and flatware set | ☐ Food processor |
| ☐ Bath linen | ☐ Dinnerware | ☐ Microwave |
| ☐ Toaster/oven | ☐ Utensils | ☐ Mixing bowls, measuring |
| ☐ Blender | ☐ Cookware & Baking set | ☐ Cups & Spoons |

GENERAL/OUTDOOR

- | | | |
|--|---|-----------------------------|
| ☐ Cleaning & Laundry Supplies | ☐ Grill | ☐ _____ |
| ☐ Vacuum | ☐ Grill Accessories | ☐ _____ |
| ☐ Tools & Accessories including batteries, flashlight & Storage organization | ☐ Plants | ☐ _____ |
| | ☐ _____ | ☐ _____ |
| | ☐ _____ | ☐ _____ |
| | ☐ _____ | ☐ _____ |

NOTES

Important Dates

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Contact List

IMPORTANT CONTACTS







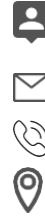


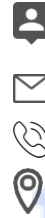


















The logo for St. Cloud Movers is centered on the page. It features a light blue house icon with a chimney on the left and a light blue moving truck on the right. The text 'ST. CLOUD' is in a light blue, sans-serif font above the word 'MOVERS', which is in a larger, bold, light blue font. Below 'MOVERS' is the text 'Insuranced/Licensed' in a smaller, light blue font.

NOTES

Moving Company Notes

COMPANY DETAILS

Company name: _____

Contact person: _____

Contact phone number: _____

Contact email: _____

ESTIMATE

Phone: _____

Scheduled: _____

Completed: _____

In person: _____

Scheduled: _____

Completed: _____

QUOTES

Packing: _____ Unpacking: _____

Truck: _____ Moving: _____

Car Transport: _____ Message: _____

INSURANCE

Coverage & Options: _____

Cost: _____

SCHEDULED DATES

Packing: _____ Unpacking: _____

Delivery: _____ Loading: _____

PROS

CONS

NOTES

Moving Day Timeline

6:00 AM	
7:00 AM	
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 AM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	

**MOVING COMPANY
MOVING DAY CONTACT
INFO**

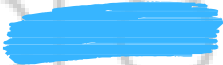
NAME OF MOVERS

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

MOVING TASK LIST

NOTES

Box label Color Key

ROOM	LABEL COLOR	BOX NUMBERS
Living Room		
Kitchen		
Bedroom		
Bathroom		
Dining Room		
Nursery		
Garage		
Porch		
Attic		
Loft		
Spare Room		
Study/Office		
Utility Room		
Balcony		
Pantry		
Basement		
Kids Room		
Wardrobe		
Laundry Room		

NOTES

Moving Summary

CLIENT	Name: Phone: Email Address:
MOVING COMPANY	Name: Phone: Email Address:
EMERGENCY CONTACT	Name: Phone: Email Address:
SCHEDULED DATES	Packing date: Loading date: Unloading date:
ADDRESS OF ORIGIN	
ADDRESS OF DESTINATION	
NOTES	

Moving Day Survival Kit

FOR KITCHEN

- | | | |
|--|----------------------------------|---|
| ☐ Bottled Water | ☐ Places | ☐ Sponges |
| ☐ Cups | ☐ Pot | ☐ Trash Can Liners |
| ☐ Dish Soap | ☐ Skillet | ☐ Utensils |
| ☐ Dish Towels | ☐ Snacks | ☐ Wood Spoon |
| ☐ Paper Towels | ☐ Spatula | ☐ _____ |

FOR BATHROOM

- | | | |
|--|--|--------------------------------|
| ☐ Bath towels | ☐ First Aid Kit | ☐ _____ |
| ☐ Cleaning Rags | ☐ Hand Soap | ☐ _____ |
| ☐ Cleaning Supplies | ☐ Toilet Paper | ☐ _____ |
| ☐ Facial Tissues | ☐ Toiletries | ☐ _____ |

FOR BEDROOM

- | | | |
|--|--|--------------------------------|
| ☐ Bedding | ☐ Outfit for each person for 3 days | ☐ _____ |
| ☐ Cellphone & Charger | | ☐ _____ |
| ☐ Couple of candles | ☐ _____ | ☐ _____ |
| ☐ Matches | ☐ _____ | ☐ _____ |

FOR THE OFFICE

- | | | |
|---|--------------------------------|--------------------------------|
| ☐ Computer & Charger | ☐ Paper | ☐ _____ |
| ☐ Markers | ☐ Pens | ☐ _____ |

FOR THE KIDS

- | | | |
|---|---|--------------------------------|
| ☐ Books | ☐ Portable Bluetooth Speaker | ☐ Toys |
| ☐ Diapering Supplies | ☐ Sippy Cup | ☐ _____ |
| ☐ Games | | ☐ _____ |

FOR THE MOVING TASK

- | | | |
|---------------------------------------|--|--------------------------------|
| ☐ Box Cutter | ☐ Moving Binder | ☐ _____ |
| ☐ Door Stopper | ☐ Standard Tool Kit | ☐ _____ |

- | | | | | | |
|--------------------------|--------------|--------------------------|--------------|--------------------------|-------|
| ☐ | Drill | ☐ | Tape Measure | ☐ | _____ |
| ☐ | Masking Tape | ☐ | _____ | ☐ | _____ |



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NOTES

Contact us: (407) 374-9238 | info@stcloud-movers.com

Cleaning Checklist

ENTIRE HOME

- ☐ Dust, vacuum, mop
- ☐ Clean ceiling
- ☐ Clean windows and window frames
- ☐ Clean garbage bins
- ☐ Clean binds & wash curtains
- ☐ Replace air filters
- ☐ Clean baseboards & door frames
- ☐ Check fire alarms & carbon monoxide detector

BATHROOM

- ☐ Clean grout
- ☐ Wash shower curtain & scrub liner
- ☐ Wash rugs
- ☐ Clean mirror with glass cleaner
- ☐ Clean toothbrush holder
- ☐ Clean bath/shower & faucet
- ☐ Clean sink & faucet
- ☐ Clean toilet: interior, base & tank

LIVING ROOM

- ☐ Clean electronics
- ☐ Wipe down remotes
- ☐ Vacuum couch, wash pillow covers & throw blankets
- ☐ Shampoo carpet/mop wood floor
- ☐ Wash or shampoo rugs

KITCHEN

- ☐ Clean fridge
- ☐ Clean oven: scrub inside, clean stovetop, hood fan, stove grates
- ☐ Move & clean behind fridge & oven
- ☐ Clean backsplash & counters
- ☐ Clean dishwasher: empty filter, clean drain and control panel
- ☐ Clean microwave
- ☐ Clean freezer
- ☐ Clean & organize cabinets & pantry
- ☐ Mop & sweep floor
- ☐ Clean utensil holder

BEDROOM

- ☐ Bedroom: Wash bedding, throw blankets, pillow covers
- ☐ Flip or rotate mattress
- ☐ Clean out drawers & closets
- ☐ Dust end tables and dressers
- ☐ Wash curtains
- ☐ Clean under bed

OUTSIDE

- ☐ Clean gutters
- ☐ Clean outdoor furniture
- ☐ Clean doors & porch
- ☐ Pressure wash outdoor surfaces

NOTES

Utilities & Services

CURRENT HOME

GAS COMPANY

Name:
Address:
Phone:
Website:

INTERNET & CABLE COMPANY

Name:
Address:
Phone:
Website:

POWER COMPANY

Name:
Address:
Phone:
Website:

TRASH & RECYCLING COMPANY

Name:
Address:
Phone:
Website:

WATER COMPANY

Name:
Address:
Phone:
Website:

OTHER:

Name:
Address:
Phone:
Website:

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NOTES

Cleaning Checklist

BATHROOM

- ☐ Sink
- ☐ Toilet
- ☐ Add toilet paper
- ☐ Add soap and hand towels

KITCHEN

- ☐ Counters
- ☐ Add soap, paper towels & hand towels
- ☐ Sink
- ☐ Refrigerator
- ☐ Cabinet Interiors
- ☐ Microwave Interior

WASHER & DRYER

- ☐ Clean Interior of washer
- ☐ Clean Interior of dryer

REMAINING SHOWERS & BATHTUBS

- ☐ Clean all remaining showers & Bathtubs

FLOORS

- ☐ Clean floors of all closets
- ☐ Clean floors where large furniture or rugs will be placed
- ☐ _____

SHOWER

- ☐ Clean, Shower or bathtub
- ☐ _____
- ☐ _____
- ☐ _____

REMAINING TOILETS & SINKS

- ☐ Clean all remaining toilets and Sink

OTHERS

- ☐ _____
- ☐ _____

NOTES

Paint Index

ROOM	BRAND	PRODUCT	COLOR NAME	COLOR CODE	SHEEN
Living Room					
Kitchen					
Dining Room					
Office					
Pantry					
Playroom					
Master Bedroom					
Bedroom #1					
Bedroom #2					
Bedroom #3					
Bedroom #4					
Master Bathroom					
Bathroom #1					
Bathroom #2					
Bathroom #3					
Theatre Room					
Entry Way					
Laundry Room					
Basement					

NOTES

Room Planning Summary

Room:

Dimensions:

Paint color:

Furniture & Accessories to Move:

Furniture & Accessories to Buy:

Decor Ideas:

THINGS TO DO

NOTES

Important Measurements





Items to Sell

[illegible]

NOTES

NOTES

[illegible]

NOTES

Items to Gift

[illegible]

NOTES

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. On the left side, there is a large, light blue outline of a house. To the right of the house, the words "ST. CLOUD" are written in a grey, sans-serif font. Below this, the word "MOVERS" is written in a larger, bold, light blue sans-serif font. Underneath "MOVERS", the phrase "Insuranced/Licensed" is written in a smaller, grey, sans-serif font. On the far right side of the page, there is a light blue outline of a tractor. The entire page is designed as a template for a worksheet or activity.

NOTES

Receipts

RECEIPT

NAME: _____

DATE: _____

ORDER: _____

PHONE: _____

ITEM DESCRIPTION	QTY	PRICE	TOTAL
OVERALL TOTAL:			

RECEIPT

NAME: _____

DATE: _____

ORDER: _____

PHONE: _____

ITEM DESCRIPTION	QTY	PRICE	TOTAL
OVERALL TOTAL:			

RECEIPT

NAME: _____

DATE: _____

ORDER: _____

PHONE: _____

ITEM DESCRIPTION	QTY	PRICE	TOTAL
OVERALL TOTAL:			

RECEIPT

NAME: _____

DATE: _____

ORDER: _____

PHONE: _____

ITEM DESCRIPTION	QTY	PRICE	TOTAL
OVERALL TOTAL:			

QTY	PRICE	TOTA
	L	

OVERALL TOTAL:



[illegible]

	\$	\$	\$
NOTES			

Moving Expense Tracker

[illegible]

NOTES

Box Labels

BEDROOM 1	BOX # _____
Contents: _____	

BEDROOM 1	BOX # _____
Contents: _____	

BEDROOM 1	BOX # _____
Contents: _____	

BEDROOM 1	BOX # _____
Contents: _____	

BEDROOM 1	BOX # _____
Contents: _____	

BEDROOM 1	BOX # _____
Contents: _____	

Box Labels

BATHROOM 1 **BOX #** _____

Contents: _____

BATHROOM 1 **BOX #** _____

Contents: _____

BATHROOM 1 **BOX #** _____

Contents: _____

BATHROOM 1 **BOX #** _____

Contents: _____

BATHROOM 1 **BOX #** _____

Contents: _____

BATHROOM 1 **BOX #** _____

Contents: _____

Box Labels

LIVING ROOM	BOX # _____
Contents: _____	

LIVING ROOM	BOX # _____
Contents: _____	

LIVING ROOM	BOX # _____
Contents: _____	

LIVING ROOM	BOX # _____
Contents: _____	

LIVING ROOM	BOX # _____
Contents: _____	

LIVING ROOM	BOX # _____
Contents: _____	

Box Labels

STORAGE	BOX # _____
Contents: _____	

STORAGE	BOX # _____
Contents: _____	

STORAGE	BOX # _____
Contents: _____	

STORAGE	BOX # _____
Contents: _____	

STORAGE	BOX # _____
Contents: _____	

STORAGE	BOX # _____
Contents: _____	

Box Labels

BACKYARD	BOX # _____
Contents: _____	

BACKYARD	BOX # _____
Contents: _____	

BACKYARD	BOX # _____
Contents: _____	

BACKYARD	BOX # _____
Contents: _____	

BACKYARD	BOX # _____
Contents: _____	

BACKYARD	BOX # _____
Contents: _____	

Box Labels

OFFICE	BOX # _____
Contents: _____	

OFFICE	BOX # _____
Contents: _____	

OFFICE	BOX # _____
Contents: _____	

OFFICE	BOX # _____
Contents: _____	

OFFICE	BOX # _____
Contents: _____	

OFFICE	BOX # _____
Contents: _____	

Box Labels

LAUNDRY	BOX # _____
Contents: _____	

LAUNDRY	BOX # _____
Contents: _____	

LAUNDRY	BOX # _____
Contents: _____	

LAUNDRY	BOX # _____
Contents: _____	

LAUNDRY	BOX # _____
Contents: _____	

LAUNDRY	BOX # _____
Contents: _____	

Box Labels

KITCHEN	BOX # _____
Contents: _____	

KITCHEN	BOX # _____
Contents: _____	

KITCHEN	BOX # _____
Contents: _____	

KITCHEN	BOX # _____
Contents: _____	

KITCHEN	BOX # _____
Contents: _____	

KITCHEN	BOX # _____
Contents: _____	

Box Labels

_____ **BOX #** _____

Contents: _____

_____ **BOX #** _____

Contents: _____

_____ **BOX #** _____

Contents: _____

_____ **BOX #** _____

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_____ **BOX #** _____

Contents: _____

_____ **BOX #** _____

Contents: _____

HANDLE WITH CARE

FRAGILE

THANK YOU

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