

# POST-MOVE CHECKLIST



## **Complete A Walk-Through With Your Moving Company**

- Look For Damage or Anything Still To Be Completed



## **Communicate With Staff**

- Distribute Map, Phone List, And New Keys/Access Passes



## **Remove & Recycle Excess Furniture**

- Select What Furniture You No Longer Need, Contact DLO To Remove



## **Organize Financials**

- Collect Invoices From Moving Process & Ensure New Address Is On File



## **Create Press Release & Announcement**

- Post Announcement To Company Website And Social Media