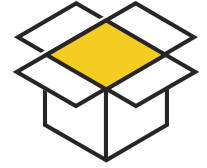


MOVING CHECKLIST

Moving can be stressful. But with the right preparation and planning, Move-tastic! can help ensure that you have a smooth and efficient move! Below are some move planning tips to help your move be a successful and - dare we say - a fun experience.



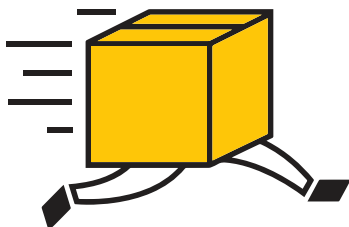
1 MONTH BEFORE YOUR MOVE

Set yourself up for success

- Organize.** Create a physical or electronic folder to keep move-related records and information all in one place
- Storage.** If you're going to need temporary or permanent storage for some of your items, now is the best time to start storage shopping. Drop us a line for an official storage estimate!
- Utilities and Services.** Schedule your utilities and services to be turned off at your current home and schedule them to start at your new home,

Utility/Service	End at Current Home	Start at New Home
Electricity		
Gas		
Water		
Internet		
Cable		
Garbage/Recycling		

- Transfer your records.** Contact schools, doctors, dentists, and veterinarians to transfer your records to your new location - and to get referrals from them if necessary.
- Measure your furniture.** Take measurements and plan the layout of your new home. If you can't bring everything to your new place, consider either donating or having a garage sale before your move.
- Plan your packing.** Start collecting boxes, tape, and other packing supplies to box up your loose items. Move-tastic! offers full packing service, and Box Beaters can rent you sturdy plastic boxes as an eco-friendly alternative to cardboard.
- Make home repairs.** Check around your home for any damages you might need to fix before moving. If you need advice on finding a handy service, just call the Move-tastic! office.
- Eat up!** Start using the food in your pantry and fridge so you don't need to move many perishable items into your new home.



MOVING CHECKLIST

Research Your Costs and Logistics

- Get Estimates.** Request estimates from 2 or 3 moving companies to be sure you're getting the best service for your needs. Make sure that your inventory of furniture, kitchen items, clothing, etc. is as accurate as possible. Accurate inventories make for an accurate estimate!
- Ask about insurance.** Do you have any high-value items like antiques or jewelry? Ask your moving company if you'll need extra insurance for these items.
- Consider your specialty items.** If you have any specialty items like pianos, sculptures, pool tables, or large aquariums, be sure to alert your moving company. They might have to bring in a third party to move these items safely.
- Parking Permits.** Will you need parking permits at your old or new home? Move-tastic! can help arrange these with the City of Chicago. Give us a call after you book your move. We will collect the fee per location from you and then make the arrangements with the city so you don't have to!
- Elevator reservations.** If you live in a large building with elevators, contact the building management to find out how you can make reservations and if there's any flexibility with these reservations.
- Certificate of insurance (COI).** Some buildings require a COI for moving in or out. Ask your building management company if they require a COI. If they do, ask them to email you the information, and then forward it to Move-tastic! We'll send you our COI as quickly as possible and at no charge.

3 WEEKS BEFORE YOUR MOVE

Start packing

- Hire a packing service.** Move-tastic! will be happy to remove stress by handling as little or as much of your packing as you'd like. Contact us today to find out how we can make your life easier! If you're up to packing yourself, below are some tips and tricks.
- Label each box.** Write the room where each box belongs and any notes (Fragile, This Side Up, Liquids, etc.) on each box.
- Watch that weight.** Use small boxes for books, plates, and other heavy items. Try to keep each box under 50lbs for your safety - and the safety of our movers!
- Bag up soft items.** Put your clothes, towels, bedding, and other soft materials into suitcases, duffle bags, and trash bags.
- Separate your valuables and items that movers aren't legally allowed to transport.** There will be a few items that you'll need to move yourself. Put these all together in a safe place. Movers aren't legally allowed to move items such as firearms, propane and hazardous materials. Contact us to learn about any restrictions.

Prep your paperwork

- Change of address.** Fill out a change of address form with the US Postal Service.
- Notify people of your new address.** Make sure the following people and companies know where your new home is:
 - Family
 - Friends
 - Neighbors
 - Magazine or newspaper subscriptions
 - Employer
 - Insurance provider
 - Credit card companies



MOVING CHECKLIST

2 WEEKS BEFORE YOUR MOVE

Confirm your move details

- Moving company.** Confirm that your pack and/or move appointment is scheduled with your moving company.
- Logistics.** Make sure you have any parking permits, elevator reservations, and COIs that you'll need on move day.
- Timing.** Take a few days off of work before or after your move, make sure you have a babysitter for your kids, and board your pet if necessary.

Finalize your move details

- Cancel services.** Cancel the following services, or transfer them to your new home.

Service	End at Old Home	Start at New Home
Housecleaning		
Lawncare		
Water Delivery		
Food/Meal Delivery		

- Flammable or hazardous materials.** Get rid of hazardous materials like paint, propane, gas, etc. Movers are not allowed to handle these items.

1 WEEK BEFORE YOUR MOVE

Prep your home for the move

- Make Pathways.** Clear your hallways and stairways of obstructions so that large furniture items can be loaded onto the moving truck first. If you're moving in the winter, please shovel and salt any outdoor areas to help the movers stay safe.
- Defrost and clean the refrigerator.** Make sure you've used up all of your perishable food. Defrost and clean the fridge and freezer so the next resident has a nice clean place for their food!

Final Packing

- Pack electronics.** If possible, pack your stereos, TVs, computers, and other electronics into their original boxes using their original packing material. If you no longer have the original packing material, contact your mover for info on renting our boxes to safely transport these items.
- Empty all drawers and cabinets.** Make sure that the drawers and cabinets of all your furniture - dressers, armoires, China cabinets, etc. - are completely empty before the movers arrive. And don't forget to clear out all of the cabinetry that you're not taking with you! Any keys or locks for those items should be removed and packed separately.

