

# ROAD WARRIOR MOVING TIME LINE



*'We'll go the extra mile for you.'™*

## **One Month Prior to Move Day**

- Schedule a free on site estimate and asked for a capped quote.
- Book the moving service and day of your choice well in advance.
- Order moving supplies and start packing gradually starting with off season items. Remember to label boxes with their destinations.
- Do not pay to move unwanted items. Divest - donate, give away or sell.
- Confirm elevator, loading dock, and parking space reservations for move day at both origin and destination addresses.
- Check to see if parking permits are applicable for your move.

## **Two Weeks Prior to Move Day**

- Notify utility companies, as applicable:
  - o Telephone
  - o Electric
  - o Gas/Oil (also schedule gas appliances to be disconnected)
  - o Cable and Internet Service Provider
  - o Water
  - o Home Security/alarm
- Make arrangements for disassembly of major items such as pool tables and swing sets
- Make arrangements for parking permits, where applicable. Make arrangements for a babysitter/pet-sitter on move day, as necessary.
- Check to see if your homeowners insurance provides coverage for your move
- Check to see if a general liability certificate is necessary by your landlord.

## **One Week Prior to Move Day**

- Confirm move date and time.
- Make sure you have submitted along a working cell phone number.
- Pack and keep with you emergency container of medications, personal paper, baby items and any other articles you want immediate access to after the move
- Remove fragile and high value items from drawers and pack carefully in small moving boxes.
- If taking out additional insurance ,fill out a valuation schedule for high value articles
- Remove fixtures you desire walls and ceilings.

## **One Day Prior to Move Day**

- Identify furniture that is fragile by nature or has been weakened by previous damage and bring it to your crew's attention on move day.
- Demarcate items not intended for transport by your movers.
- Defrost, drain, wash, and wipe down appliances such as dishwashers, refrigerators and freezers.
- Drain gas and oil from lawn mowers, weed wackers, snow blowers, etc.
- Clear walkways and driveway in the event of ice and snow
- Disconnect propane tank from gas grill. We cannot transport the tank on the move.