

## Moving Checklist

### Four Months Before Your Move:

- Contact MooveBear and Print our moving checklist.
- Get quotes from MooveBear moving expert and note them on your moving checklist.
- Meet with our professional advisor and bring your moving checklist.
- Identify those items of particularly high value and have them appraised.
- Read all documentation thoroughly and make sure you understand it before signing anything.

### Three Months Before Your Move:

- Take inventory of what you own and purge & note how/where you purged for future reference.
- Think about how to move large furniture and other difficult items.
- Add extra packing material to your moving checklist if needed.
- Create a budget spreadsheet in a secure file for ease of reference.
- Schedule a walkthrough of your new space with your moving company. Again, bring your moving checklist with you for reference.
- List out and inform all your utility companies as part of your relocation checklist.



### Two Months Before Your Move:

- Stock up on moving materials No worries, MooverBear will provide to you.
- Note any unusually-shaped items on your moving list so you can plan appropriately.
- Establish a moving team within the organization and appoint representatives from each department
- Ensure all expensive or irreplaceable items are on your moving checklist.
- Make sure everyone involved is briefed/updated with the latest moving checklists.

### One Month Before Your Move:

- Create brightly-colored labels that allow you to identify boxes by type or location at a glance, even before you read the label.
- Request time off from your employer for the move. If you can schedule your
- move for a Friday, this gives you a long weekend to unpack.
- Ensure your parking permit is valid for all movers and MooverBear



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### Two Weeks Before Your Move:

- Start Pack up all your stuffs. Don't forget about power cords.
- Contact the local postal service to forward your mail to new address.
- Update your address on all your mailing subscriptions.



### The Week of Your Move:

- Pack & keep an inventory of all fragile and expensive items carefully.
- Use clothing and towels to pad dishes and fragile objects when placing them in boxes.
- Finish all your packing – make sure to label all your boxes as clearly as possible.
- Pack an overnight bag full of essentials if the move takes longer than expected.
- Create a moving playlist that you can use to keep yourself entertained on the day of the move.
- Make sure everyone being informed about the moving schedule.

### The Day of the Move:

- Communicate with your moving company as they arrive and make sure to highlight any items that they need to be extra careful with during the move.
- All representatives and moving team stayed for assistance.

If you have any enquiry, please do not hesitate to contact MooveBear [care@moovebear.com](mailto:care@moovebear.com)

*Quality Moving*

