



# EASY MOVING GUIDE

*“The ABC’s of Moving”*

ALL

BASES

COVERED





# WELCOME TO OUR MOVING GUIDE!



We've collected the best tips and strategies for planning a successful move and put them all in one very **focused and concise** guide. Inside you will find information that will help you plan, get organized and execute your move like a pro!

This guide covers:

1. Planning
2. Preparation
3. Packing
4. Final Steps

...and lastly, we've included a printable checklist for you to keep track of your progress and not miss a step!



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CALL: 847-892-1399

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**8 - 4 Weeks Prior to move**



# FIRST STEPS: PLANNING

## 1. MAKE AN INVENTORY OF YOUR THINGS

**Many people do this after they have already made moving arrangements, only to discover that there were many things that they thought they wouldn't be moving and also things that they now realize they will be unable to bring with them. Taking a realistic inventory of your belongings accomplishes the following:**

- It will make your arrangements with your moving company easier and more accurate, resulting in a smoother move and less chance of miscommunication during and after the move.
- You have a clear picture of exactly how much "stuff" you really have! This is especially important for people who have lived in the same place for a long time. We often accumulate things and store them in a way that leads us to believe we have much less than we actually do.
- It gives you the opportunity to make decisions about what you need to take and what can be sold, donated or purged before you move. You can save money on your moving expenses by reducing the total number of items to be moved.
- Identify what's important. Rather than to simply get rid of your items at the last minute, doing an inventory early in the moving process allows you time to consider the items, furniture etc. that may have sentimental value and you aren't quite ready to part with yet. If the particular item does not make sense to move to the new location, then perhaps some off-site long term storage might be an option to consider.

## 8 - 4 Weeks Prior to move



## 2. BUDGET

How much can you afford to spend? Based on moving estimates you can keep track of moving costs, truck rentals, travel, transportation and/or hotel costs (if moving state-to-state) Having the ability to see your expenditures from a bird's-eye-view can go a long way be eliminating the stress of uncertainty where your finances are concerned.



## 3. ORGANIZE

- **Make a dedicated folder that you can keep all the research materials** - From moving price quotes, to checklists, floorplans - Everything that is important and relevant to your move.
- **Create a list of important contacts and phone numbers.** Having the phone numbers of your mover, local contacts, utility companies, travel services, etc. in one place can be a real time saver. No wasted efforts trying to hunt through your cell phone directory and trying to remember names, and companies. Everything will be accessible.

OUR MOVE

## 4. SCHEDULE

**Put all important moving tasks on your calendar** - Using the supplied checklist in this guide, you can plot out your plan of attack. Putting the tasks on a timeline means you won't be rushing to do them all at once!





**4-2 Weeks Prior to move**



# NEXT STEPS: PREPARATION

## TO-DO



### **At Your Current Location**

1. Book a moving company. Look for professional service with a good track record.
2. Set up cut off date for utilities at current residence
3. Obtain written appraisal of antique items to verify value
4. File a Change of Address request with the Postal Service. You can perform this online at [usps.gov](https://usps.gov) or request a kit from your local post office.

### **Your Destination:**

1. Find out about building policies, parking availability and if you are moving into a building with an elevator, make sure you make a reservation or will have access to it on the day of your move.
2. Make sure your utilities arrangements are in order for you new location.
3. Long-term storage options

**NEAR CHICAGO? GET A FREE ESTIMATE!**

**CALL ALL STATE MOVERS INC: 847-892-1399**

## 4 - 2 Weeks Prior to move



# PACKING

*Packing doesn't have to be pain, as long as you approach it in a thoughtful organized manner.*



If you are able, begin packing as early in the moving process as you can. Just like doing an inventory, this will give you a leg up in terms of being prepared for the final moving day.

\*Consider having your mover pack you items as well. This can be a real time saver and insure that your valuable items are packed up properly and securely. Most movers will give you an option of having them do the pack versus you doing it yourself.

## Know what can't be transported:

1. Aerosol Cans
2. Cleaning Fluid
3. Ammunition
4. Fireworks
5. Household Liquids
6. Oil Cans/Paint/Thinner
7. Propane Tanks



## HOW TO PACK FRAGILE ITEMS



For fragile items like glass or dishware wrap each one **individually** with packing paper or bubble wrap.

Stack dishes vertically instead of all on top of each other horizontally. Then fill in the spaces between with padding.

Make sure to fill all voids in the boxes with packing paper or bubble wrap to avoid crushed / caved in boxes.

## READ ON FOR MORE PACKING TIPS





## 4 - 2 Weeks Prior to move



## LABEL EVERYTHING.

Label all boxes, bags and large items, indicating not only the room from which they came from, but also the **CONTENTS** of what's inside each box. This will make life much easier when you are unpacking, or just need to quickly locate a specific item.

## PERSONAL AND IMPORTANT DOCUMENTS

Organize and keep all important documents **on your person**. These would include financial account information, Birth Certificates, Passports, Social Security card, IDs etc.

# More Packing Tips

## THE RIGHT BOX FOR THE RIGHT JOB!

Follow this simple rule of thumb:

**HEAVY** items go in **SMALLER** boxes.

Things like books, metal objects, heavier wood etc.

**LIGHT** items go in **LARGER** Boxes.

These would include things like blankets, pillows and linens.

Putting a lot of heavy items in a larger box make them harder to move and can increase the likelihood of being damaged!



## ONE ROOM AT A TIME

Try to pack up each room completely before moving on to another one. It can be overwhelming and often inefficient if you are trying to pack up the whole house, jumping from room to room.



**2 or Less Weeks Prior to move**



# FINAL PREPARATION

## FINAL DAY(S) STEPS

- Check furniture for damage and scratches before movers arrive
- Clean out refrigerator
- Turn off/unplug appliances
- Return keys to landlord
- Double check on any travel arrangements
- Designate boxes and items as “last load” items
- All loose items are packed into boxes with the top closed
- All electronics are unplugged from a power source.
- All TV and pictures are removed from the walls
- All heavy and breakable items are removed from dressers and desks
- All contents are removed from appliances
- All items are removed from the top of furniture
- All linens are removed from beds
- All rooms, closets, cabinets have been checked
- Disassemble bedroom sets to save time
- Prepare an essentials box

**TIP** Pack a clear **box with essential items** so you can have all the bare necessities at your disposal and won't have to hunt through all your boxes!

## ESSENTIAL ITEMS BOX

1. Toilet Paper
2. Snacks/Instant Coffee
3. Scissors/Pocket Knife
4. Garbage Bags
5. Change of Clothes
6. Dish Soap and Towel
7. Pet Food and Dish
8. Flashlight
9. Portable Tool Kit
10. Towels
11. All-Purpose Cleaner (unopened non liquid)
12. Mug/Plate/Cutlery
13. Shower Curtain



# MOVING CHECKLIST

Print this checklist out and use it to track your progress!

## 3-4 WEEKS PRIOR TO MOVE

- ☐ Book a moving company! Call us at 1-844-544-6683
- ☐ Make an inventory of everything to be moved
- ☐ Donate any unwanted clothing or furniture
- ☐ Book the moving elevator and confirm parking arrangement for truck
- ☐ Contact insurance company to transfer policies (life, homeowners)
- ☐ Review Tax deductions on moving expenses
- ☐ Request change of address kit from post-office
- ☐ Prepare a list of friends, business firms and personal accounts who should be notified of your upcoming move
- ☐ Arrange cut-off/activation dates for utility companies:
  - ☐ Telephone
  - ☐ Cable
  - ☐ Gas/Electricity/Water
  - ☐ Garbage

## 2 WEEKS PRIOR TO MOVE

- ☐ Purchase any moving supplies
- ☐ Make an appointment with a service technician to prepare major appliances for shipment (i.e. plumber, electrician)
- ☐ Have rugs and draperies cleaned and leave wrapped when returned
- ☐ Obtain written appraisal of antique items to verify value
- ☐ Make a plan to dispose of flammables and liquids that can't be transported

## 1 WEEK PRIOR TO MOVE

- ☐ Check furniture for dents and scratches
- ☐ Label items you need to access easily
- ☐ Clean out the refrigerator/plan to defrost and dry day before move
- ☐ Drain equipment: water hoses, propane tank, gas/oil lawnmowers
- ☐ Schedule to have utilities turn on at your new home
- ☐ Make a plan to transport house plants
- ☐ Confirm travel arrangements for pets and family

## DAY OF MOVE

- ☐ Designate boxes and items as "last load" items
- ☐ All loose items are packed into boxes with the top closed
- ☐ All electronics are unplugged from a power source.
- ☐ Plasma TV's should be unplugged the day before so they are at room temperature on move day.
- ☐ All TV and pictures are removed from the walls
- ☐ All boxes are labeled with their destination room in your new home on the top and sides of each box
- ☐ All heavy and breakable items are removed from dressers and desks
- ☐ All contents are removed from appliances
- ☐ All items are removed from the top of furniture
- ☐ All linens are removed from beds
- ☐ All rooms, closets, cabinets have been checked
- ☐ Disassemble bedroom sets to save time
- ☐ Prepare an essentials box

## BEFORE YOU LEAVE!

- Water shut off
- A/C shut off
- Lights turned off
- Windows shut and locked
- Surrender house keys
- Check for items left behind
- Keep all Important Documents and IDs with you.



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