



RELOCATION RESOURCES

PRE-MOVE CHECKLIST

**ELLEFSON
TRANSPORTATION
GROUP INC.**

Planning for a move brings on a lot of extra tasks. Use this checklist to make sure that you do not forget some of these important pre-move items.

From scheduling various items to taking inventory of your belongings and organizing things for your new home, this list will help keep you straight as you prep for your moving day!

ADSI MOVING SYSTEMS

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60 DAYS OUT

- KEEP RECORDS** *create a folder or file for all your moving related records.*
- LIGHTEN YOUR LOAD** *donate or sell excess items you don't want to take along.*
- GET ESTIMATES** *schedule appointments to get estimates for moving services.*
- MANAGE RECORDS** *if you're moving long-distance, make sure to transfer or collect any medical, school, or other records to take with you.*
- MAKE TRAVEL ARRANGEMENTS** *if you are traveling overnight, need boarding for pets or other similar items, make sure to book these well in advance.*
- GET SUPPLIES** *if you're packing yourself, start collecting supplies or contact your move coordinator to learn how to acquire them from ADSI Moving Systems.*

30 DAYS OUT

- TRANSFER SERVICES** *begin making plans to transfer services, or cancel those services that do not transfer to your new location, prior to moving day.*
- INVENTORY CHECKLIST** *create a room-by-room inventory checklist for your items.*
- USE IT OR LOOSE IT** *start using the last of the items that won't pack or travel well.*
- CHECK FOR FIT** *measure new spaces to make sure your existing furniture will fit.*
- START PACKING** *start packing lesser used items and prep them for moving day.*
- LABEL LABEL LABEL** *make sure you label all the boxes as you're packing.*

14 DAYS OUT

- CHANGE OF ADDRESS** *complete change of address and mail forwarding forms.*
- TUNE UP** *if you're driving a long distance make sure your cars are prepped and ready.*
- CONFIRM DETAILS** *confirm the final details of your move including dates and times.*

FINAL DAYS BEFORE MOVE

- PREP APPLIANCES** *unplug fridge and freezer to defrost and dry, and prep appliances.*
- PACK SUITCASES** *pack your overnight bags for moving day(s).*
- PLAN FOR PAYMENT** *confirm payment schedule and accepted forms of payment.*
- GET SOME REST** *make sure to get some rest before moving day so you are energized and ready to work on the big day!*

