

BEFORE YOU MOVE... 8 WEEK COUNTDOWN

COMPLIMENTS OF UNITS MOBILE STORAGE. CALL TOLL FREE 866-569-8648

Reserve your storage UNIT. This can be done as late as four weeks before your move, but can go more smoothly with an earlier notice. your move, but can go more smoothly with an earlier notice. Depending on schedule ... short notice or long notice. There are so many things to think about when moving! Here's a comprehensive checklist to help you stay on track.

8 WEEKS BEFORE MOVING

- Create a "move file" to keep track of estimates, receipts and other important information.
- Check with the IRS to see what expenses can be deducted on your next tax return.
- Budget for moving expenses and start collecting estimates - including a [quote](#) from UNITS.
- Start researching your new community. The Internet is a great resource for finding online chambers-of-commerce and community guides.
- Read up on moving tips and topics on our website: www.unitsstorage.com

7 WEEKS BEFORE MOVING

- Start pulling together medical and dental records - including prescriptions and shot records. If you are moving out of a 50 mile radius from your present location, ask your existing doctors if they can refer you to a care provider in your new location.
- Arrange to have school records transferred to your children's new school district and/or daycare.
- Call your insurance agent to see what changes to expect in your policies. Ask if moving is covered and arrange for insurance for your new home.
- Contact health clubs or other organizations you have joined. Ask how you can end, sell or transfer your membership.

6 WEEKS BEFORE MOVING

- Make a list of things that are valuable or difficult to replace. Plan on shipping these by certified mail or carrying them with you.
- Make a list of friends, relatives and businesses who need to be notified of your move.
- Start working your way through each room taking inventory and deciding what to get rid of. Start planning a yard sale or contact your local charities.
- Plan to use up [things that can't be moved](#), such as frozen foods, bleach and aerosol cleaners.



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5 WEEKS BEFORE MOVING

- Prior to receiving your storage UNIT you will need to plan ahead for its delivery. Remember you'll be receiving a 12' to 16' container. Contact your property manager or local authorities to ensure you will be complying with any rules or restrictions.
- Start researching your new community or location on-line. Contact the property manager or local authorities to ensure you will be complying with any rules or restrictions in your new location.
- The Internet is a great resource for finding online chambers-of-commerce and community guides.

4 WEEKS BEFORE MOVING

- **Reserve your storage UNIT®. This can be done a slate as four weeks before** your move, but can go more smoothly with an earlier notice.
- File a change of address. If you don't know what your new address will be, ask the postal service to hold your mail in their office in your new city.
- Contact utility companies to disconnect, transfer or connect services. Plan on keeping current services through your move date and having new ones available prior to your move-in date.
- Call your newspaper courier and set a date to cancel your subscription.

3 WEEKS BEFORE MOVING

- Make sure all library books have been returned and that all dry cleaning or items out for repair have been picked up.
- Start packing items you don't use often. Also start disposing of the items you've designated for a yard sale, donation or the junk yard. If you donate, be sure to get a receipt for income tax purposes.
- Decide if you will keep your plants or give them away. Remember plants cannot be loaded with your other household goods.
- Dispose of flammables, corrosives and poisons.
- Have your automobile(s) serviced.



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2 WEEKS BEFORE MOVING

- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes. Pick up traveler's checks or cash for "on the road" expenses.
- Confirm travel arrangements.
- Confirm parking for your trailer.

1 WEEK BEFORE MOVING

- Finish packing and prepare an "[essentials](#)" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.
- Drain all gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Empty, defrost and clean your refrigerator at least 24 hours before moving day. [Prepare all appliances](#) for loading.

PROPERTY MANAGEMENT OR REGIME REGULATIONS REGARDING THE ON-SITE USE OF MOBILE STORAGE UNITS:

- On-Site Location Allowed for Mobile Storage Unit: _____

- On-Site (Property) time allowed for packing/loading: _____



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READY, SET... GO!

- Order your storage UNIT at least 4 weeks before you need it.
- Make a point to be present when your storage UNIT is delivered. Show the driver where you want the storage UNIT placed and sign for delivery. If you are unable to do this, work closely with a friend or representative to have your UNIT received. Your storage UNIT will always be clean when it is delivered.
- You are responsible for how your goods are packed and loaded in your UNIT. Be familiar with our [packing and loading tips](#) or personally supervise hired labor.
- Load your goods in a pre-designated order, saving "last load" items for the rear of your storage UNIT. This might include your vacuum cleaner or bed sheets.
- Check every room, closet and cabinet one last time before deciding everything is loaded.
- Once your goods are loaded, lock your storage UNIT.
- Leave a note with your new address in the house so that future residents can forward any stray mail.
- Keep a friend or family member informed of your plans and "whereabouts" in case of an emergency or unfore

