



The UNITS® Checklist: Relocation

TWO MONTHS PRIOR

- ⊕ Obtain medical & dental records for self and family
- ⊕ Obtain vet records
- ⊕ Request school records
- ⊕ Research school transfer process, contact appropriate parties
- ⊕ Make any home repairs that you have committed to making
- ⊕ Sort sensitive materials (all personal identification records) and items that may need additional insurance during the move
- ⊕ Create a moving budget
- ⊕ Host garage sale or take items to donation center
- ⊕ Return any borrowed or checked-out items from local friends or stores

SIX WEEKS PRIOR

- ⊕ Take measurements of cumbersome, heavy or large furniture
- ⊕ Ask your employer about moving assistance and/or process for reimbursement
- ⊕ Obtain quotes and estimates from packers, movers and/or portable storage
(UNITS Tip: *make sure each company has a USDOT number*)
- ⊕ Hire moving or storage provider and setup date and time for pickup
- ⊕ Begin to use everything that cannot be moved: open cleaning supplies, paint, any gas or oil for yard tools, open spices, frozen food, etc.

- ⊕ Order moving supplies: boxes, tape bubble wrap, markers, etc.
- ⊕ Research appropriate disposal processes for environmentally harmful items such as paint, cleaning supplies, old electronics, old appliances, etc.
- ⊕ Call HOA to notify them of your move, new owner transfer and new address for final bills
- ⊕ Schedule disconnection/connection of utilities at old and new home: phone, internet, cable, water, garbage, gas, electric

TWO WEEKS PRIOR

- ⊕ Create a packing organization process: determine how you will label/color code boxes, what order you'd like to begin packing, and a list of priorities
- ⊕ Begin packing rooms and belongings that you do not use often
(UNITS Tip: for maximum safety, label boxes with numbers only and create an owners' Master Key detailing what is inside. Stay away from itemizing what is inside boxes on labels, especially with valuables)
- ⊕ Separate valuables and label items based on "essentials" vs. things you do not need immediately
- ⊕ Get a car tune-up if you'll be driving a long distance (e.g. oil change, tire rotation, electronics check)
- ⊕ Arrange time off of work for moving day
- ⊕ Submit mail forwarding/change of address forms with Post Office

ONE WEEK PRIOR

- ⊕ Refill any prescriptions for self, family and pets
- ⊕ Examine AAA or OnStar subscriptions if driving long distance
- ⊕ Pack suitcases (including small overnight bags for easy access if your journey includes any stopovers)
- ⊕ Launder all linens and towels prior to packing
(UNITS Tip: pack with a few dryer sheets to keep them fresh and not smelling like a cardboard box)
- ⊕ Defrost the freezer
- ⊕ Reconfirm all details with mover
- ⊕ Reconfirm expected arrival dates for bills with utilities and HOA companies (attention to detail will pay off since an outstanding HOA fee of even just \$50 could rack up late fees and they can even put a lien on your old home)
- ⊕ Notify your bank and credit card companies of your relocation (you wouldn't want them putting a freeze on your cards because of travel)
- ⊕ Confirm flight or transportation reservations

MOVING DAY

- ⊕ Sign the bill of lading and/or inventory list with the movers and keep a copy with you
- ⊕ Pack a small cooler of water and snacks if driving and grab an energy bar for your bag if you're flying
- ⊕ Walk through the empty home to ensure that you haven't forgotten anything
- ⊕ Lock windows and doors of your old home

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