



MR. SMALL MOVE

Moving & Storage

Vero Beach...772-770-2689

Stuart...772-283-5540

Port Saint Lucie...772-340-2626

Sebastian...772-770-2689

Moving Checklist:

One Month Before Moving Day

- Contact Mr. Small Move Moving Company for a free moving estimate and book your moving day. If you are planning a move in the summer, you may wish to call movers two months in advance to ensure availability on your desired moving day.
- If you are doing your own packing, order moving boxes and packing supplies.
- Begin packing. Clearly label boxes with name, contents, and destination for the box (i.e. "DR" for Dining Room, "MBR" for Master Bedroom). Go to our packing tips for more tips if doing your own packing.
- Sort, discard, and donate unwanted items.
- Notify the post office.
- Notify doctors, dentists, and other health service providers.
- Notify the human resources and/or payroll department at work.
- Confirm elevator, loading dock, and parking reservations/parking permits for moving day at both current and destination addresses.

Two Weeks Before Moving Day

- Make arrangements for disassembly of specialty items (pianos, swing sets, etc.).
- Make arrangements for child care and/or a pet sitter for moving day.
- Arrange for time off from work to prepare for the move and to be present on moving day.
- Notify your local department of motor vehicles for change of address on your driver's license.
- Notify the necessary utility companies:
 - Telephone
 - Cell Phone
 - Electric
 - Gas (also, schedule gas appliances to be disconnected)
 - Cable
 - Internet Service Provider
 - Water
 - Home security/alarm

Moving Checklist (Continued)

One Week Before Moving Day

- If you are doing your own packing, pack fragile and loose items from drawers into moving boxes.
- Confirm your moving day and time with your moving company. Mr. Small Move's move advisor will contact you 1-3 days prior to the move to ensure that all details are accurate for moving day.
- If necessary complete the high-value inventory form and choose the appropriate valuation (moving insurance) option. Mr. Small Move professionals are happy to assist with this process.
- Remove all permanently affixed items that you wish to take from walls and ceilings (drapes, lighting fixtures, ceiling fans, etc.).
- Alert friends and family to new address
- Change address. Who to Notify:
 - Accountant/tax preparer; Alumni associations; Attorneys
 - Babysitter/ child care provider; Banks (auto loans, checking accounts, credit cards, home equity, IRA's, mortgage, safe deposit box, savings account); Broker; Business cards (order new ones if applicable)
 - Cell phone provider; Child care/ daycare; Chiropractor; Courts, especially for traffic tickets or local disputes; Credit bureaus; Credit card issuers
 - Dentist; Department of Motor Vehicles; Diaper service; Doctor; Dry cleaning pick-up and delivery
 - Family members and friends
 - Health clubs; House cleaning service; House of worship
 - Insurance providers (auto, health, life, other vehicles); IRS (form 8822)
 - Lawn care; Luggage tags (replace existing ones)
 - Magazine subscriptions
 - New business cards; New employer; Newspaper subscriptions
 - Old employer; Orthodontist
 - Parent-teacher association; Passport; Pet sitter/ dog walker/ pet day care; Pharmacy (BONUS: get year-to-date expense summary for taxes); Physical therapist; Physician (BONUS: get referral for new location); Post office; Professional organizations
 - Retirement plan holders; Return address labels (order new ones)
 - Schools (BONUS: get copies of transcripts); Snow removal service; Social Security Administration; Swimming pool maintenance (pool cleaning, pool opening or closing); Swimming pool memberships
 - Veterinarian BONUS get vet records and recommendations
 - Water delivery service

Moving Checklist (Continued)

One Day Before Moving Day

- Consolidate clearly marked moving boxes of fragile items in one area of your home. Alert the movers about these moving boxes on moving day.
- Identify furniture that is fragile or has been weakened by previous damage and bring it to your mover's attention on moving day.
- Separate and mark items not intended to be moved by your movers.
- Isolate checkbook, keys, passports, plane tickets, cash, credit cards, and prescription medications. These should travel with you in your personal vehicle on moving day.
- Defrost, drain, wash, and dry refrigerators and freezers.
- Drain gasoline and oil from lawn mowers, generators, snow blowers, etc.
- Disconnect propane tank from gas grill. Your movers will not be able to transport the tank on moving day.
- Clear walkways and driveway of any obstacles.