



Moving Preparation Tips

As Soon as You Decide to Move

- Purchase packing supplies, such as packing boxes, tape, and packing paper or bubble wrap. Buy stickers or red markers to flag fragile items, and black markers to label other boxes.
- Start keeping track of all moving expenses, because some might be tax deductible.
- Clean and organize all closets.
- De-clutter every room, including the garage.
- Pack unused items that you intend to keep. Store them in an out of the way location.
- Contact us as soon as you know your moving date to set your appointment.
- Let us take care of your unneeded items, we deliver them to many local charities in need.

4-6 Weeks Before Moving

- Continue packing if you are packing yourself. If you have a large residence you may wish to have a housekeeper or family member help. Ask us for advice on what or how to pack.
- Contact people who work with you on a regular basis, such as pool maintenance companies and gardeners, to cancel their services. Leave their business cards for the new occupant.

2 Weeks Before Moving

- Arrange for disconnection of utilities and reconnection at new location.
- Gather and organize all important documents and keep in a separate and easily accessible file boxes.
- File a change of address notice at the post office, making it effective on your moving date or a few days before.
- Notify your creditors, magazine and newspaper subscriptions, friends and family, doctors, and dentists of your new address.
- Order bank checks with your new address. Return library books and rented DVDs. Arrange to have your prescriptions transferred to a pharmacy near your new residence.
- Start an essentials box or two containing all the things you'll need immediately after you unload at your new location, such as toiletries, towels, a change of clothes, and bedding.

1 Week Before Moving

- If a house sale is involved confirm that your closing is on track and handle tasks required by your closing agent. Arrange to have your homeowners insurance transferred to your new home.
- Clean each room thoroughly as you finish packing. Clean all appliances which will remain and place their manuals in a kitchen drawer. Wait to pack your vacuum and other tools necessary for last minute cleaning on moving day.
- Arrange to have pets and small children out of the way on moving day.

On Moving Day (and a few days beforehand)

- Defrost refrigerator/freezer.
- Plan simple meals for moving day to avoid using appliances.
- Make final walk-through of house, including basement, attic and closets, to make sure it's empty. Walk through every part of your residence to be sure nothing has been left behind. Look in every closet and open every drawer and cabinet.
- Make sure you have keys to your new residence.

Packing Tips

Keep the following supplies handy for packing:

- Boxes - Use only strong, corrugated cartons with tops or flaps that fold shut. Collecting boxes discarded by your local grocery store can save you money. Make sure boxes are clean of insects and other pest.
- Markers – Have several markers on hand in case some get misplaced during packing.
- Bubble wrap
- Newspaper and tissue
- Packing Tape and scissors

Use strong boxes and containers that can be secured tightly. Purchase special boxes for dishes, wardrobe and other special items.

Pack audio-video equipment in their original boxes if possible. Label cables and tighten transit screws. If removing screws, tape them to the objects they are removed from.

Save all the hardware pieces when taking apart furniture and store them together in a ziploc bag. Label the bag so you will know which piece it belongs to.

Choose the right size box. Heavy items such as books, record albums, canned food, etc. should be put in smaller boxes.

Pack one room at a time. Packing can appear to be an insurmountable task when viewed from the perspective of the entire house. Packing one room at a time (and staying with that room until it is fully packed) has the effect of dividing the overall task into several smaller and more manageable tasks as well as helps you to keep organized.

Tape the bottom of boxes. Taping the bottom of cartons before filling them prevents the contents from spilling out the bottom during the move.

Heavy items on the bottom/light items on the top. In each box the heavier items should be placed at the bottom and the lighter items on top to prevent damage.

Avoid loading more than 50 pounds into one box.

Label each box and indicate the following:

- (a) Which room it should go in
- (b) Whether it is fragile
- (c) If it should be loaded last so it will be unloaded first.

Separately stack heavy boxes from light/medium-weight boxes, this will insure less handling time and keep lightweight and fragile boxes off the bottom when loaded onto the truck.

Remove all light bulbs and shades out of lamps.

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Cushion contents with packing material such as bubble wrap, newspaper or tissue. Save room by using towels and blankets to wrap fragile items.

Have rugs and draperies cleaned before moving and leave them in wrappings for the move.

Pack medicines in a leak proof container.

Carry all valuables with you.

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