



Plan Your Move With Confidence

Check items as you complete them, save the PDF, and continue later.

MOVE INFORMATION

Customer Name

Moving Date

Moving From

Moving To

Estimate / Job #

4-6 WEEKS BEFORE

Start with the big decisions

- ☐ Request or confirm your moving estimate and preferred moving date.
- ☐ Start sorting belongings into keep, donate, sell, and discard groups.
- ☐ Create a simple room-by-room inventory for items you plan to move.
- ☐ Check your building rules and reserve an elevator or loading area if required.
- ☐ Tell Honest Hands about stairs, elevators, long carries, or difficult access.
- ☐ Identify heavy or special items such as TVs, mirrors, glass, marble, safes, or large furniture.

Early planning notes



2-3 WEEKS BEFORE

Get organized

- ☐ Begin packing items you will not need before moving day.
- ☐ Label every box with the destination room and a short description of contents.
- ☐ Set aside fragile items that need extra protection or professional packing.
- ☐ Confirm parking access for the moving truck at both addresses.
- ☐ Arrange building access, elevator reservations, gate codes, or loading permits.
- ☐ Notify Honest Hands if the move details, item list, access, or addresses have changed.

1 WEEK BEFORE

Final preparation

- ☐ Finish most packing and keep only essential daily-use items unpacked.
- ☐ Confirm the moving date, arrival window, addresses, and best contact number.
- ☐ Prepare appliances according to manufacturer guidance and building requirements.
- ☐ Photograph valuable or fragile items for your own records before the move.
- ☐ Separate items that movers should not load, including personal documents and valuables.
- ☐ Prepare a first-night box with chargers, toiletries, clothes, basic tools, and essentials.

Packing / access notes



MOVING CHECKLIST

The final 24 hours and moving day

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THE DAY BEFORE

Set up for a smooth start

- ☐ Finish sealing and labeling boxes so walkways and exits are clear.
- ☐ Confirm elevator, parking, gate, and loading-area access for the crew.
- ☐ Charge your phone and keep the mover's contact information available.
- ☐ Set aside keys, documents, medication, jewelry, cash, and other valuables.
- ☐ Do a final walkthrough and identify any items requiring special handling.

MOVING DAY

Keep the process moving

- ☐ Be available when the crew arrives to review access and the planned move.
- ☐ Point out fragile, high-value, oversized, or special-care items before loading begins.
- ☐ Keep children and pets in a safe area away from active moving paths.
- ☐ Before leaving, check closets, cabinets, storage areas, garage, and outdoor spaces.
- ☐ At the destination, direct boxes and furniture to the correct rooms and complete a final walkthrough.

Moving-day notes / special instructions



AFTER THE MOVE

A few final steps

- ☐ Check that furniture and boxes are in the correct rooms before the crew leaves.
- ☐ Inspect important furniture and fragile items as you begin unpacking.
- ☐ Keep moving paperwork, receipts, and your estimate/job information together.
- ☐ Update your address with important services, accounts, and deliveries as needed.

SPECIAL ITEMS / BUILDING NOTES

Use this space for stairs, elevator details, heavy items, fragile items, parking notes, etc.

Need help with your move?

Honest Hands Moving & Storage
301-379-3977
honesthandsmovingstorage.com

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