

PREP & PACK FOR MOVE DAY



Moving can be incredibly stressful, however with the right preparation and planning - and by hiring MOVE-TASTIC! as your movers - you will have a smooth move! Here's a helpful list of move planning tips to ensure that your move goes as efficiently and easily as possible! We've created this guide to provide some tips & tricks for getting your belongings organized, packed and ready for your move.

Please refer to our **MOVE PLANNING & SCHEDULING** guide to help you navigate the planning and coordination steps for researching movers and reserving a move. Our dedicated office crew is here to help guide you through each of these steps, so don't hesitate to reach out with any questions!

Good preparation and organization is the best way to save time and money on your move!

PREPPING & PACKING YOUR ITEMS

- NEED HELP PACKING?** We offer packing services and can either pack your entire home or just assist with certain rooms. Packing services are typically performed the day before your move, so call or email to schedule an appointment. If you're packing yourself, make sure to contain all loose items in boxes and/or sealed containers or suitcases. Being completely packed and ready to go when your movers arrive is the single most important step to ensure that your move is completed within the time estimate!
- DON'T GET TOSSED!** If you bag soft items (clothes, bedding, etc.) in kitchen trash bags or contractor bags, make sure to clearly label them with tape/labeling/markings to ensure that it isn't mistaken as garbage on move day
- EMPTY DRAWERS** - Most furniture items lack the structural integrity to be transported while carrying extra weight so there is an increased risk of damage if they're not emptied prior to moving. Additionally, adding additional weight will make it more difficult to move the item
- CONTAINING CLOSETS** - Each of our trucks are stocked with a few wardrobe boxes, however if you have several closets with hanging clothes, let us know and we'll send extras. While your hanging clothes won't be boxed until move day, make sure to contain any loose items or remove other items being stored in the closet prior to move day
- ASSEMBLY / DISASSEMBLY** - Not handy? No problem! Our crews can assist with basic furniture assembly/disassembly. If you have more complex items, then disassembling those items in advance will save you time and money. Also, for complex items, if you're able to provide us with the make/model or assembly guide in advance, we'll provide that information to your crew!

DIY PACKING TIPS

- MOVING SUPPLIES** - Start collecting boxes, tape, newsprint and all related packing materials to keep your belongings safe during transport. Or, call MOVE-TASTIC! and we can make your moving experience stress-free by delivering packing materials to your home ahead of time for a small fee!
- FILLING BOXES** - There shouldn't be any unfilled spaces in any of your boxes. Make sure to add lots of packing paper to fill any voids. This will not only help to ensure your items are better protected during your move but will also help to maintain the structural integrity of the boxes during stacking
- LABELING** - Make sure to clearly label the contents of boxes as well as room destinations on at least one side of the box as well as the top of the box. A little organization now can save you from a scavenger hunt later down the line. Also, clearly write FRAGILE on any boxes containing fragile items. We also kindly ask that you label heavy boxes as HEAVY to help save our movers' backs!
- SIZE MATTERS** - While it might be tempting to put all your books in one big box, always use smaller boxes for books and other heavy items. Large boxes should be used for lampshades, bedding, or other large - but lightweight - items
- TRANSPORTING LIQUIDS** - Due to the possibility of spills, MOVE-TASTIC! recommends that clients personally transport any liquids separate from the rest of their household goods. When packing liquids make sure all lids are secured and nozzles are closed. Liquid is the mortal enemy of cardboard, so make sure you pack liquids in plastic re-sealable bags in large plastic containers, ensuring all liquids are upright, using plastic bags and rags to fill the box. Indicate "LIQUIDS" on the outside of the box and mark arrows facing up
- TRANSPORTING FOOD ITEMS** - Due to the possibility of spills, MOVE-TASTIC! recommends that clients personally transport any perishable food items. Prior to your move date, plan to consume or dispose of the bulk of your perishable food items. Pack your non-perishable foods in small and medium sized boxes. Clearly identify any containers as "FOOD." Use a cooler for packing any perishables you wish to keep

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SPECIAL CONSIDERATIONS

MAKE A PLAN TO MOVE RESTRICTED ITEMS – The state of Illinois restricts the items that movers are legally allowed to transport so you will need to plan to pack and coordinate the transport of these items yourself. As we are not allowed to pack or transport the following items, we cannot accept any responsibility for the loss or damage to:

- o Currency/coin collections
- o Firearms/ammunition
- o Flammable items (scooters, gas cans, propane tanks, etc.)
- o Jewelry
- o Medication
- o Valuable papers/docs (e.g. passports, house/vehicle titles)

READY-TO-ASSEMBLE FURNITURE – With the growth of IKEA and other flat-pack ready-to-assemble furniture, many furniture items are now constructed of particle board and are not designed to be transported fully assembled. State law releases any mover from liability for particle board furniture due to the inherent lack of structural integrity. If the item can be disassembled, we encourage you to do so beforehand. If it can't be disassembled, then we recommend that you tighten all screws/fastenings prior to our arrival as screws do tend to loosen overtime

APPLIANCES – While our movers can transport appliances, we legally cannot disconnect any water, gas or electrical service to those appliances. If we're moving a refrigerator/freezer, make sure to thaw the freezer at least 1 day in advance so that liquid from those items do not cause damage to other items in the truck

TVs/ELECTRONICS – Any electronics should be packed with extra protection, as we unfortunately cannot be responsible for the inner workings of any electronics. For TVs, we provide TV boxes for rental. If you don't have the original box and decline the use of a TV box rental, we will only be able to transport the item if you sign a waiver releasing us from liability

PIANOS/OTHER LARGE/HEAVY ITEMS – Please make sure to alert us if you have a piano or other large / unruly items (e.g. a safe, large appliance, etc.) so that we may determine prior to your move if we can handle the item. Also, if any special accommodations were required to get an item into your current home, please let us know in advance so that we can better understand what equipment or tools we may need to get the item out of your dwelling

MOVING INTO STORAGE? – When moving into a 3rd party storage facility, we always recommend that clients provide or purchase appropriate moving pads (available upon request when booking your move) to minimize the potential for damage that may occur when stacking furniture pieces in a storage unit. We also recommend that clients ensure adequate sizing of the storage unit. To simplify your move, MOVE-TASTIC! does offer affordable storage at our warehouse facility. Call or email for more details!

POST MOVE (1-2 WEEKS AFTER)

- After all of the boxes have been unpacked, Move-tastic! is still here to assist you with any questions, concerns, feedback, or to assist you with any additional services, such as storage, disposal, unpacking, etc. Having satisfied customers is our #1 goal every day, so let us know what we can do to help at any step along the way!
- Confirm that mail is arriving at your new home
- Confirm that the utilities at your old home have been cancelled and that they are no longer in your name
- Schedule a time get your driver's license updated with your new address
- Update your renters or homeowners insurance to make sure everything is adequately covered in your new space

CHANGING YOUR ADDRESS:

- Make sure to submit a change of address form to the USPS at <https://www.usps.com/>
- Some additional people who you should notify of your address change:
 - o Banks, credit cards, loans/mortgages, insurance, retirement/investment plans, attorneys, accountant, doctors, dentists, DMV, any membership clubs (sports/fitness, social, shopping)
 - o Periodicals - newspapers, magazines. Update your subscriptions at <https://magazinesubscriberservices.com/>
 - o Contact schools, doctors, and dentists to transfer your records to the new location and to get referrals from them as appropriate
 - o Make sure that friends, families, neighbors, and employers all have your new address

CHANGING UTILITIES:

- **Gas** - Peoples Gas 866-556-6001 and 866-556-6004
- **Electric** - ComEd 800-334-7661
- **City Utilities** - City of Chicago Utility Bill (Water & Refuse) 312-744-4426
- **Telephone** - AT&T 800-288-2020
- **Cable** - TV Comcast 866-594-1234