

ONE MONTH BEFORE MOVE:

- Coordinate moving company date & estimate
- Coordinate organizing team for downsizing
- Coordinate pick up service for donation items
- Order boxes and moving supplies for delivery
- Arrange cleaning services for after move day
- Arrange for pet day care for move day
- Coordinate meeting with building manager to view loading area and arrange lock off elevator for both sites
- Create list of all services to be stopped or transferred to new location & devise schedule to contact companies
- Create new address labels for Canada post new address cards for friends and family
- Go through new home with client for preferences with furniture placement and zones for items – create plan for unpack day with copy for movers
- Map out with dimensions furniture and assist with space planning if necessary

IF STAGING REQUIRED:

- Contact client's real estate agent to receive specifics regarding staging based on area
- Coordinate stager for home consultation
- Coordinate organizing team to assist client with downsize if needed
- Coordinate organizing team to assist client to prioritize left over items – non priority items to be packed
- Packed items (non-priority) moved to storage – movers to assist with pick up

ONE WEEK BEFORE MOVE:

- Coordinate keys and parking pass for new home
- Obtain buzz for new apartment and buzz procedures for both apartments
- Obtain storage lock info for both apartments

2 DAYS BEFORE PACK

- Assist client to pack overnight bag for team to not pack such as pajamas, toiletries, clothes etc. for two days *other precious items to be packed for client to take offsite

DAY 1-2 (or more if req'd): PACK

9am: Pick up garage clicker & storage locker keys

PACKING (10am Team)

- Moving Company to deliver additional boxes
- Remove contents from storage locker
- Team to pack all like items together and label each box with color coded labels for each room and contents

supplies required

- Packing foam
- Packing tape
- Color coordinated stickers & plain stickers
- Clear plastic bags for miscellany

DAY 3: MOVE/UNPACK

MOVING: (9am one person move supervision)

- Client to take pet to daycare
- Arrive before 9am to await movers
- Pack food from refrigerator into cooler
- Pack up last minute items: bed & bathroom linens, pajamas, toiletries, cat bowls, cat litter

UNPACKING: Team on call for start time (more unpacking days may be required)

- New Home Address
- Hour before ETA: Call team
- Storage locker information for moving company
- Arrange pick up of used boxes & deliver items from storage space
- Team to unpack & create systems for all items
- Purchase bins or supplies to assist with storing of any items
- Label shelves
- Create map of all areas or zones and items
- Tour through with client & final adjustments

supplies required

- Misc. tools for disassembling/assembling furniture
- Cooler for food
- 3-5 boxes for last minute items
- Clear garbage bags for packing paper recycling, foam etc.
- Lunch & drinks for movers
- Credit card to pay mover
- Organizing items for bathroom