



MOVING GUIDE

YOUR GUIDE TO A LESS STRESSFUL, MORE ORGANIZED MOVE

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MAKING YOUR MOVE EASIER



As a real estate agent (and experienced mover myself), I know how stressful moving can be! I put this guide together in order to help make your life easier during the process. You'll find checklists, tips and timelines to simplify and streamline your move.

It's a pleasure assisting you with your real estate needs and I hope we will have the opportunity to work together again in the future.

I wish you all the best in your new home and hope this next chapter will be filled with happiness!

Michael D. Lester



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YOU CAN ALSO FIND ME ON:



START PREPARING EARLY

ABOUT 2 MONTHS BEFORE

Even before you have a set move date, starting on the following list will help lessen the amount you'll have left to do right before the move, when things tend to get more hectic.



SORT YOUR BELONGINGS

Start going through your belongings room by room and work on downsizing. We all accumulate things over time, and typically the longer you've lived in your home, the more things you have that you may no longer be using. Decide what you want to take with you and what you want to sell, donate or discard.

Tip: Walk around the house with post it notes and label the items you want to sell or donate, then make a list and get started.



SELL OR DONATE ITEMS

The more you downsize, the less you'll have to pack! Starting the process as early as possible will make your life easier and allow you to have time to sell things if you'd like.

Tip: Facebook Marketplace is an easy and fast way to sell popular household items.



TAKE INVENTORY & PHOTOS

Make a list of everything you are taking to your new home and take photos of your furniture and artwork.



GET QUOTES FROM MOVING COMPANIES

Contact **several** different moving companies to get quotes for your move. Even without an exact address, you can start getting an idea of how much to budget for moving expenses.



CREATE A LIST OF EXPENSES

Create a list of all the necessary expenses your move may include, like hiring a moving company or getting a rental truck, as well as purchasing items like appliances and furniture that you will need for your new home.



ITEMS TO SELL

ITEMS TO DONATE

MOVING COMPANY QUOTES

Quote #1

Company Name: _____ Date Contacted: _____
Contact Person: _____ In Home Consultation? ☐ Yes ☐ No
Phone/Email: _____ Consultation Date: _____

QUOTE TOTAL: \$ _____ QUOTE BREAKDOWN:

Truck rental: \$ _____ Movers: \$ _____ Mileage Fee: \$ _____
Packing: \$ _____ Unpacking: \$ _____ Car Transport: \$ _____
Insurance: \$ _____ Coverage Options: _____

Notes: _____

Quote #2

Company Name: _____ Date Contacted: _____
Contact Person: _____ In Home Consultation? ☐ Yes ☐ No
Phone/Email: _____ Consultation Date: _____

QUOTE TOTAL: \$ _____ QUOTE BREAKDOWN:

Truck rental: \$ _____ Movers: \$ _____ Mileage Fee: \$ _____
Packing: \$ _____ Unpacking: \$ _____ Car Transport: \$ _____
Insurance: \$ _____ Coverage Options: _____

Notes: _____

Quote #3

Company Name: _____ Date Contacted: _____
Contact Person: _____ In Home Consultation? ☐ Yes ☐ No
Phone/Email: _____ Consultation Date: _____

QUOTE TOTAL: \$ _____ QUOTE BREAKDOWN:

Truck rental: \$ _____ Movers: \$ _____ Mileage Fee: \$ _____
Packing: \$ _____ Unpacking: \$ _____ Car Transport: \$ _____
Insurance: \$ _____ Coverage Options: _____

Notes: _____

MOVING EXPENSES

START PACKING

There are plenty of items around the house that can be packed ahead of time, like clothing you won't need for the next couple of months, picture frames and accessories. Packing always takes longer than you imagine, so the more you get done ahead of time the less stressful it will be as the move gets closer.

PACKING SUPPLIES CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Boxes & Wardrobe Boxes | <input type="checkbox"/> Permanent Markers |
| <input type="checkbox"/> Packing Tape | <input type="checkbox"/> Bubble Wrap |
| <input type="checkbox"/> Tape Dispenser | <input type="checkbox"/> Packing Paper |
| <input type="checkbox"/> Box Cutter | <input type="checkbox"/> Mattress Covers |

PACKING TIPS

STOCK UP ON BOXES

Facebook Marketplace is a great place to check for people giving away boxes instead of having to purchase all new ones.

CLEARLY LABEL BOXES

Label boxes with the room you want the box to be placed in your new home, as well as a general list of items the box contains to make it easier to find specific items when you move in.

SAVE ON WRAPPING

Start packing fragile items by wrapping them in towels, sheets, blankets, and clothes first, to save on bubble wrap and packing paper.

MAKE BOXES STACKABLE

Make sure your boxes are packed in a way that they can be nicely stacked, so they're flat on top and not bulging, to maximize space in the moving truck and make loading easier.

BOX INVENTORY

1 MONTH BEFORE THE MOVE

ONCE YOU HAVE YOUR NEW ADDRESS & MOVE DATE

- ☐ Request to have time off work and set up childcare for your move date
- ☐ Submit a change of address form with the post office
- ☐ Contact insurance companies to transfer policies based to your new address
- ☐ Book movers or reserve a moving truck
- ☐ Request to book moving elevator and reserve parking for the truck if needed
- ☐ Request transcripts from your kid's current school be sent to the new school

1 MONTH BEFORE YOUR MOVE

- ☐ Arrange for the cut-off of your utilities and services at your current home
- ☐ Arrange for the activation of your utilities and services at your new home
- ☐ Check with your renters/mortgage insurance to see if they cover the move
- ☐ Notify everyone of your new address from the Change of Address Checklist
- ☐ Send out change of address cards to friends and family
- ☐ Continue packing everything you don't plan on using before your move
- ☐ Schedule time to see friends and family before your move date

CHANGE OF ADDRESS CHECKLIST

My New Address is _____

UTILITIES & SERVICES

Current Home	New Home	Cancellation & Set Up
<input type="checkbox"/>	<input type="checkbox"/>	Electric Company
<input type="checkbox"/>	<input type="checkbox"/>	Water & Sewer
<input type="checkbox"/>	<input type="checkbox"/>	Gas Company
<input type="checkbox"/>	<input type="checkbox"/>	Trash & Recycling
<input type="checkbox"/>	<input type="checkbox"/>	Telephone
<input type="checkbox"/>	<input type="checkbox"/>	Internet Provider
<input type="checkbox"/>	<input type="checkbox"/>	Cable Provider
<input type="checkbox"/>	<input type="checkbox"/>	Home Security
<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Service
<input type="checkbox"/>	<input type="checkbox"/>	Pest Control
<input type="checkbox"/>	<input type="checkbox"/>	Lawn Service
<input type="checkbox"/>	<input type="checkbox"/>	Pool Maintenance

GOVERNMENT AGENCIES

- ☐ Post Office
- ☐ Department of Motor Vehicles
- ☐ IRS
- ☐ Voter Registration
- ☐ Social Security Administration
- ☐ Medicare Administration

INSURANCE

- ☐ Homeowner's/Renter's Insurance
- ☐ Car Insurance
- ☐ Health & Dental Insurance
- ☐ Life Insurance

FINANCIAL INSTITUTIONS

- ☐ Banks
- ☐ Credit Cards
- ☐ Investments
- ☐ Loan Companies
- ☐ Student Loans

COMMUNITY

- ☐ Family & Friends
- ☐ Employers
- ☐ Schools
- ☐ HOA or Other Associations
- ☐ Memberships

LAST 2 WEEKS BEFORE THE MOVE

2 WEEKS BEFORE

- ☐ Plan meals to use up the remaining food from the fridge, freezer & pantry
- ☐ Complete any remaining home repairs
- ☐ Deep clean as much as possible
- ☐ Make sure your pets have ID tags and are current on their vaccinations
- ☐ Transfer or cancel gym, club, or any other memberships
- ☐ Gather together important documents that you don't want packed in case you need access to them during the moving process

1 WEEK BEFORE

- ☐ Pack everything that's left! Leave only the necessities at this point
- ☐ Drain equipment like lawn mowers and edgers, as well as water hoses
- ☐ Dispose of any hazardous and flammable items
- ☐ Return any rented equipment or borrowed items
- ☐ Call a locksmith to set up an appointment for your new home
- ☐ Fill prescriptions and pet medications

IMPORTANT DATES

MONTH

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Notes

MOVING DAY IS HERE!

2 DAYS BEFORE YOUR MOVE

- ☐ If you're taking your refrigerator with you, clear out any remaining items so that you can defrost it at least 24 hours before your move.
- ☐ Double check all cabinets and closets to make sure none of your belongings are left inside. Don't forget to check inside appliances as well!
- ☐ Pack all remaining loose items

MOVING DAY

- ☐ Cover your floors if the need to be protected
- ☐ Contain pets in a safe area where they'll be the least stressed
- ☐ Make sure your moving day essentials (see checklist) are gathered together
- ☐ Leave owner manuals for appliances, etc that stay with the house

FINAL CHECKLIST

BEFORE LEAVING THE HOUSE, MAKE SURE:

- ☐ All windows and doors are shut properly and locked
- ☐ Lights are turned off
- ☐ Thermostat is off or at an appropriate level
- ☐ Water to the house is shut off
- ☐ Trash is taken out
- ☐ House is clean or a cleaning service is scheduled
- ☐ Do a final walkthrough - make sure no items are left behind!

MOVING DAY ESSENTIALS

CHECKLIST

GENERAL ITEMS

- ☐ Phone Chargers
- ☐ Computers & Chargers
- ☐ Important Documents
- ☐ Medications
- ☐ First Aid Kit
- ☐ Clothes for Several Days
- ☐ Toiletries
- ☐ Towels
- ☐ Sheets & Blankets

KIDS

- ☐ Toys, Games, Books
- ☐ Bedtime Essentials
- ☐ Bottles/Sippy Cups
- ☐ Diaper Bag

PETS

- ☐ Food & Water Bowls
- ☐ Food & Medications
- ☐ Misc (Leash, Litter Box, etc)

FOOD & BEVERAGES

- ☐ Bottled Water
- ☐ Coffee/Drinks
- ☐ Snacks
- ☐ Disposable Dishes, Cups & Utensils

KITCHEN & BATH

- ☐ Hand Soap
- ☐ Dish Soap
- ☐ Toilet Paper
- ☐ Paper Towels
- ☐ Trash Bags
- ☐ Cleaning Supplies & Rags

MOVING NECESSITIES

- ☐ Scissors/Box Cutter
- ☐ Tool Set & Drill
- ☐ Step Stool
- ☐ Door Stopper
- ☐ Tape Measure
- ☐ Light Bulbs

BRAIN DUMP

Notes

Thank you

for trusting us with your real estate needs
We're always here for you!

-Michael D. Lester



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