



Handle your move like the superstar you are.

Our handy move-in checklist helps you stay on top of the details to make your move to The Monarch nice and easy.

2 months before your move:

- Sort through your closets, drawers, and cupboards to weed out what you don't want or need. Determine what you're moving with you and what you're donating or selling.
- Inventory everything of value you plan to move and determine replacement values for insurance purposes.
- Obtain estimates from moving companies and choose one (We can make some good recommendations!).

6 weeks before your move:

- Finalize the real estate needs for your home if necessary.
- If moving from out of town, make travel arrangements.
- Ask your current doctors for recommendation of doctors in your new community.
- Purchase your rental insurance policy.

1 month before your move:

- Alert utility companies to disconnect services the day after you move and to have new service activated several days before you arrive at your new apartment.
- If you're packing your place yourself, order supplies and start packing boxes.
- Clean rugs and have them packed for moving.
- If necessary, arrange for storage at a near-by storage facility.

1 week before your move:

- If you're packing your house yourself, finish packing boxes.
- Confirm travel arrangements, if needed.
- Arrange payment or deposit for movers.
- Get cash to have on hand to tip movers.
- Write directions to your new home for the moving company, confirm delivery date, and give the company your itinerary and cell phone number.
- Complete change-of-address forms at the post office, and send notices to magazine subscriptions, creditors, friends and relatives, alumni organizations, credit cards, banks, and any other necessary companies and organizations.
- Notify your employers of your new contact information.
- Confirm your move with The Monarch team.

The day before your move:

- Pack suitcases with clothes, toiletries, jewelry, and important financial records and documents.
- Confirm with the moving company.
- Pack your first-night box.

Moving day!

- Load your car with your first-night box and anything else you don't want on the moving truck. Make sure to move the car out of the way of the moving van.
- Accompany the mover as he or she inventories your possessions and makes condition reports.
- Sign the bill of lading (ensure that the address and phone number are correct) and inventory, and keep your copies in a safe place.
- Lock windows, turn off lights, close doors, and take a final tour of your home after the movers have finished to make certain nothing is left behind.