TEDDY BEAR MOVING

Moving checklist

Plan your move

Start where you are in the timeline. Check off each task as you go, or print this checklist for your fridge. Your Teddy Bear coordinator can help you plan the moving, packing and storage portions.

01

6–8 WEEKS BEFORE

Build your plan

- ☐ Choose your preferred moving dates and confirm when the keys will be available.
- ☐ Make a room-by-room inventory, including stored and outdoor items.
- ☐ Decide what to move, sell, donate or dispose of. Check your town’s collection guidance.
- ☐ Request a written estimate with both addresses, access details and packing needs.
- ☐ If dates do not line up, discuss storage and a separate delivery plan.

02

3–4 WEEKS BEFORE

Reserve the essentials

- ☐ Review and accept your estimate and booking terms. Confirm the deposit and payment schedule.
- ☐ Ask your property manager about elevator reservations, truck space and insurance certificates.
- ☐ Arrange utilities, address updates and any school or childcare transfers.
- ☐ Choose packing materials or reusable bins, and label boxes by room.
- ☐ Discuss oversized, fragile or valuable items with your coordinator.

03

1–2 WEEKS BEFORE

Confirm the details

- ☐ Update your coordinator if the inventory, addresses or access arrangements change.
- ☐ Confirm building access times and who will meet the crew at each property.
- ☐ Pack less-used items and separate anything staying behind.
- ☐ Arrange care for pets and young children during loading.
- ☐ Keep documents, medications, valuables and daily essentials with you.

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Moving day & settling in

Keep this checklist with your moving paperwork and check off the final steps as you go.

04

THE DAY BEFORE

Make room for your move

- ☐ Finish packing unless packing service is part of your booking.
- ☐ Label fragile boxes and prepare a first-night essentials bag.
- ☐ Clear paths through rooms, stairs and entrances.
- ☐ Follow appliance manufacturers’ preparation instructions.
- ☐ Charge your phone and keep your coordinator’s number handy.

05

MOVING DAY

Walk through together

- ☐ Show the crew the items going, items staying and any existing damage or special handling needs.
- ☐ Confirm room labels, access and the plan for unloading.
- ☐ Check closets, cabinets, outdoor spaces and storage areas before leaving.
- ☐ At delivery, walk through the rooms and record any missing or damaged items.
- ☐ Keep your estimate, inventory, delivery paperwork and payment receipt together.

06

AFTER YOUR MOVE

Settle in

- ☐ Unpack essentials first and check fragile items.
- ☐ Tell your coordinator promptly about any concern and retain the relevant packaging.
- ☐ Return rental bins according to your booking arrangements.
- ☐ Update remaining addresses and learn your local collection schedule.