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WHITE GLOVE SERVICE GUIDE

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# Your Moving *Checklist*



*A comprehensive guide to orchestrating your move with the care, precision, and attention to detail your home deserves. Each section is timed to keep every detail on schedule — from selecting your team to settling into your new residence.*

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*Every detail, perfectly timed.*



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*Prepared exclusively for discerning clients*

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*Six phases to guide your move from start to finish*

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## CHECKLIST

### 1 First Things First

8–10 Weeks Out

*Before Being Under Contract*

- Hire a white-glove moving company  
*Get 3 quotes — ask about insurance valuation coverage & specialty item handling*
- Notify your estate attorney & financial advisor of address change  
*Trust documents, accounts, and legal filings may need updating*
- Hire a move coordinator or concierge service
- Schedule professional floor plan consultation for new home
- Photograph and inventory all high-value items (art, jewelry, antiques)
- Confirm school enrollment or private school transfer
- Order specialty packing materials: art crates, wine shipping boxes, wardrobe boxes

### 2 Vendors & Professionals to Schedule

6–8 Weeks Out

- Interior designer / space planner for new home
- Cleaning crew — deep clean both old and new home  
*Book separately for move-out and move-in*
- Electrician & smart home technician for new property
- Security system installation / transfer  
*ADT, Vivint, Control4, Crestron — verify compatibility*
- Fine art & antique transport specialist
- Wine cellar or collection transport company
- Vehicle transport (if relocating long-distance)
- Landscape/property management handoff at old address

## CHECKLIST (CONTINUED)

### 3 Packing Strategy

4–6 Weeks Out

- Label all boxes by room and priority tier (Immediate / Week 1 / Storage)
- Create a master inventory spreadsheet with photos  
*Use for insurance and for locating items after move*
- Pack off-season and storage items first
- Arrange climate-controlled transport for wine, artwork, instruments
- Separately pack items for donation or sale
- Confirm moving team lead has floor plan & placement map

### 4 Essentials to Keep Accessible

Moving Week

- Overnight bag: medication, phone chargers, toiletries, a change of clothes
- Important documents box: passports, deeds, insurance, wills  
*Transport personally — never in the moving truck*
- Valuables: jewelry, watches, heirlooms — move yourself
- Basic kitchen essentials: coffee, snacks, paper plates for day-of
- Laptop, tablets, and any work-critical devices
- Keys, gate codes, garage openers for new home
- Cash for tips: \$100–\$200+ per mover for a luxury move

### 5 Notifications & Admin

4 Weeks Out

- USPS mail forwarding (start 2 weeks before move date)
- Update address: bank accounts, investment accounts, credit cards
- Update address: insurance policies (home, auto, life, umbrella)
- HOA, building management — new and old
- Voter registration update
- Update with clubs, boards, and private memberships
- Notify household staff of new address and schedule

CHECKLIST (CONTINUED)

6 Settling In

Week 1 in New Home

- Walk through with moving team — confirm all items delivered and undamaged
- Test all smart home systems, security cameras, and alarms
- Meet your new neighbors / building management
- Confirm utility accounts are transferred into your name
- Schedule professional unpacking service if using
- File any insurance claims for damaged items promptly

*Most carriers require notification within 7 days*

# Preferred Vendors

*Trusted partners recommended for your move*

Moving Company

Name

Phone

Email

Interior Designer

Name

Phone

Email

Handyman

Name

Phone

Email

Cleaning Service

Name

Phone

Email

Smart Home / AV Technician

Name

Phone

Email

Security System Provider

Name

Phone

Email

Estate Attorney

Name

Phone

Email

Other

Name

Phone

Email