



# **MOVING GUIDE**

WELCOME TO NEW BEGINNINGS

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# The Golden Gate Relocation Difference

Our mission is to provide a one of a kind customer experience. We are the jump start to each client's new beginning. Not just in their new house – but their new home.

At Golden Gate Relocation, we are passionate in the pursuit of excellence. From your first interaction with one of our certified moving consultants, to your last interaction with one of our pro certified movers. Our goal is to turn the stress of moving into a one of a kind, incredible customer experience. Each one of our moving consultants must pass a 3 page written test and much accompany our crew on a live move. We believe communication and transparency is vital to the company's success. All of our pro certified movers must pass a physical and a drug test. Our culture is second to none. Each employee understands our customers are the life-blood of the company. We under promise and over deliver on every move.

*Turning the page to the next  
chapter in our customer's life!*

# CORE VALUES

## CUSTOMER SERVICE

Creating a raving base is our ultimate goal as a company. Always go above and beyond for the customer. We don't under promise and over deliver. We OVER promise and OVER deliver.

## INTEGRITY

Doing the right thing is always the right thing. In any relationship, TRUST is the most important factor.

## HUSTLE

We train, train, and train again all our employees. Without taking massive action, the training means nothing.

## HAVE FUN

Time is the most precious commodity we all have. Everyone understands we have a job that needs to be done but have fun doing it. Always give 100% and have a great time doing it.

## ACCOUNTABILITY

We all make mistakes, how you respond to those mistakes is what makes the difference between a good company, and a GREAT company.

## COMMUNICATION

There is nothing wrong with over communicating. We guarantee a 24 hour response and always text, email and call every customer. We don't only over communicate with the customer, but with our team. From sales, to customer service, to dispatch to our movers, everyone is on the same page.

# WHAT TO PACK IN WHAT!?!

Use the pictures on the next page as a guide for what items should be packed in what sized boxes. If you have any questions, please feel free to email us








[info@goldengaterelo.com](mailto:info@goldengaterelo.com)

or give us a call at 800-673-1135

One of our Certified Moving Specialists will be more than happy to assist you



# PACKING GUIDELINES

|       |                                |  |   |
|-------|--------------------------------|--|---|
| 12    | Cleaning Products              | = <b>1</b> <b>SMALL BOX</b><br>12"x12.5"x17" / 1.5 c.f.<br>for small and heavy items |    |
| 12-15 | Hardcover Books                |  |   |
| 30-40 | Paperback Books                |  |   |
| 30-50 | Magazines & Folders            |  |   |
| 8-15  | Photo Albums                   |  |   |
| 100   | CDs                            |  |   |
| 60    | DVDs                           |  |   |
| 10    | Wine Bottles                   |  |   |
| 5-15  | Unopened Food Products         |  |   |
| 24    | Utensils and Cutlery           |  |   |
| 15-30 | Stationary and Office Supplies | = <b>1</b> <b>MEDIUM BOX</b><br>16"x16"x18" / 3 c.f.<br>for general stuff            |    |
| 4-8   | Handbags and Purses            |  |   |
| 15    | Folded Clothes                 |  |   |
| 8-15  | Shoes and Boots                |  |   |
| 2-4   | Kitchen Appliances             |  |   |
| 4-6   | Full Sets of Sheets / Linens   | = <b>1</b> <b>LARGE BOX</b><br>20"x20"x18" / 4.5 c.f.<br>for large & light items     |   |
| 3-6   | Blankets                       |  |   |
| 2-4   | Pillows                        |  |   |
| 12-20 | Towels                         |  |   |
| 12-18 | Toys                           |  |   |
| 2-5   | Gym or Duffle Bags             | = <b>1</b> <b>CHINA/DISH BOX</b><br>18"x18"x28" / 6 c.f.<br>for fragile items        |  |
| 32-48 | Cups, Glasses and Mugs         |  |   |
| 25-40 | Plates                         |  |   |
| 10-15 | Pots and Pans                  |  |   |
| 10-18 | Serving Plates                 |  |   |
| 4-6   | Vases / Tea Pots               | = <b>1</b> <b>WARDROBE BOX</b><br>24"x23"x48" / 15.5 c.f.<br>for hangers             |  |
|       | Hanging Clothing:              |  |   |
| 10-16 | Coats on Hangers               |  |   |
| 25-30 | Dresses on Hangers             |  |   |
| 18-24 | Suits on Hangers               | = <b>1</b> <b>FILE BOX</b><br>12"x12"x24" / 2 c.f.<br>for folders and files          |  |
| 30-40 | Shirts on Hangers              |  |   |
| 30-40 | Letter-Sized Folders           | = <b>1</b> <b>LEGAL BOX</b><br>12"x15"x24" / 2.5 c.f.<br>for folders and files       |  |
| 30-40 | Legal-Sized Folders            |  |   |

## PROFESSIONAL PACKING REQUIREMENTS

- Properly label boxes using a permanent marker, carefully labeling each box.
- List the general contents inside, and the room items came from. This will help you place the boxes in the correct room of your new home.
- Be sure to pack the heavier items on the bottom; delicate, fragile items should be packed at the top of the box.
- Always start packing boxes by adding a layer of crumpled paper to the bottom of the box. This layer will help protect the items inside and keep the items clean in case the bottom of the box gets dirty.
- Each layer should have a layer of crumpled up paper in between.
- When you have finished packing each box, add another layer of crumpled packing paper to the top before sealing the carton.

*Customers should keep personal items that are of high value (monetary or sentimental) or that cannot be replaced easily on their person during the move as these items cannot be insured. For example: family photos, albums, or home videos; other legal documents such as deeds or wills; tax records; personal files or letters; address books; and computer software or files.*

## DO NOT PACK THE FOLLOWING ITEMS

DO NOT pack perishable food items that will spoil in transit. NEVER pack flammable or hazardous items! Flammable items cannot be packed and/or moved. The customer could be advised to have these types of items picked up by a local recycling provider or visit the nearest fire station or EPA (Environmental Protection Agency) office to learn how to properly dispose of flammable and hazardous materials before moving. <https://www.epa.gov/hw/household-hazardous-waste-hhw>

Flammable and hazardous materials include:

- Paint or paint thinner
- Bleach
- Aerosol cans
- Flammable or corrosive chemicals
- Motor oil or fuel
- Lamp oil
- Propane
- Gasoline or kerosene
- Flares
- Firecrackers
- Explosives
- Batteries
- Ammunition (bullets)



# WHAT TO MEASURE BEFORE YOU MOVE

Below is a guide to every measurement you will need to take before moving day. You want to ensure your stuff that fit perfectly in your old house will fit properly in your new digs!

## YOUR STUFF

- Bookcases and armoires Measure the width, depth, height and diagonal height.
- Couch Measure the length, depth, back height and diagonal height (measure each piece of a sectional sofa separately). Determine whether legs can be removed.
- Dresser Measure the width, depth, height. Determine whether removing drawers shortens the depth.
- Headboard Measure the width and height.
- Tables and desks Measure the length, width and height. Determine whether legs are removable.
- Appliances Measure the width, depth and height. Determine whether doors are removable.
- Mattress Measure the length, width and height. Assess it's bend ability.
- Piano Measure the length, depth and height
- Billiards and gaming tables Measure length, width and height. Determine whether legs are removable.



### MEASURE DIAGONAL HEIGHT

Diagonal height tells you whether an item can tilt around doorway and stairway turns when it can't slide straight through. For a rectangular item like a bookcase, find the diagonal height by measuring from the lower left corner to the upper right corner. For sofas, draw an imaginary line between the highest point of the couch's back and the highest point on the couch's arm; find the midpoint of that line, and measure the distance from the midpoint to the couch's back leg.



## MEASURING IN THE NEW HOUSE

- Main Door Measure the height and width of the door opening, as well as the clearance of the entry way. Is there a radiator or step immediately inside? How far can you walk before you hit a wall? Finally, measure the ceiling height inside the entry.
- Secondary Doors Measure the height, width and clearance of the openings of the side, patio or deck doors. Sliding glass doors often have bigger openings than traditional doors.
- The biggest window Measure the height, width and clearance of the largest window that opens, as well as it's height from the ground outside. A window may be the best entry for some items.
- Stairways Measure the width and ceiling height from the first step (not the ground floor), and take the same measurements of the last step; use the smallest width and height measurements. Measure the length, width, ceiling height and clearance of any landings or turns.
- Hallways Measure the width and ceiling height of hallways, as well as the clearance of connecting doorways.
- Low-hanging ceiling fixtures Measure the space from the ground up to low ceiling fans and chandeliers that may pose a hazard for moving tall items.



# PACKING LIKE A PRO!

## FURNITURE ITEMS

Use blanket or furniture pads to wrap all furniture items. Ensure that the entire surface is covered by the blanket and do not use tape on any part of the furniture item as this could ruin the furniture finish. If the item has cloth material, such as a sofa or chair, please use shrink wrap to protect the surface of the cloth material and then use furniture pads or blankets over the shrink wrap. Do not use plastic wrap on any leather furniture.

## BEDS

- Bed frames should be disassembled from bed and any loose pieces(screws, nuts, bolts, etc.) should be packed in a parts box or tied to the bed frame and noted on the corresponding inventory.
- Bed rails should be bundled together, and pad wrapped.
- Headboard and foot board need to be pad wrapped by mover.
- Mattresses must be packed in plastic mattress covers.
- Preferred method is to pack mattresses into a plastic bag and then into the mattress carton, but this is not a requirement.

## BOOKS

Recommended carton size - Small Book Carton (1.5 cubicft.)

- Books should be packed upright, alternating spines. Hardcover, medical books, professional manuals, bibles, etc. should be paper wrapped first.
- Separate each layer with a folded piece of packing paper.
- Pack smaller paperback books upright. Use magazines to tighten up the carton, or just add some crumpled packing paper.
- Never pack more than 30 pounds of books in a box.

## FRAMED PICTURES

### SMALL FRAMED PICTURES

Recommended carton size - Small (3.0 - 4.5 cubic ft.) Choose the carton that best fits the size pictures that you are packing.

- Never lay flat. Always stand in an upright position.
- Cover the bottom of the carton with some crumpled packing paper to help cushion the load.
- Wrap each picture individually and stand upright leaving some space to cushion sides. Top off carton with more packing paper to fill, secure & tighten it up.
- Mark "Fragile" with red marker, if possible.

### LARGE FRAMED PICTURES

Recommended carton size - Glass Pack/Mirror Carton) Choose the carton that best fits the size pictures that you are packing.

- Cardboard inserts are also available to protect the edges.

## **KITCHEN ITEMS**

Recommended carton size - Dish Pack

- Cover the bottom of the carton with some crumpled packing paper to help cushion the load.
- Plates and dishes must never lie flat inside the carton. Always stand plates and dishes in an upright position and pack on their side and not flat on top of one another as the weight inside the carton will break or crush them.
- To wrap, place several sheets of newsprint on a flat surface. Place a plate on top of the newsprint. Grab the edges of the top newsprint sheet up around the plate, covering completely (wrap each plate individually). Put the next plate on top of this and repeat the process. It is safe to pack up to 3 plates in this same bundle, finally wrapping the fourth sheet of newsprint around the entire bundle. Place bundle into Dish Pack on top of the crumpled newsprint layer in an upright position, on side (not flat), leaving some space to cushion side walls of carton. Continue to layer crumpled newsprint in between each layer of upright dishes.
- Top off carton with more packing paper to fill, secure & tighten it up.
- For larger breakable items- Pyrex dishes, china serving bowls, glass coffee pots-wrap in paper or bubble wrap. Put two or three smaller items or one larger item in the center of a small box with crumpled packing paper. Make sure packing paper is between each item, and fill in the top with crumpled newsprint to eliminate crushing when boxes are stacked.
- Seal and mark "Fragile -Kitchen."

## **GLASSWARE**

Recommended carton size - DishPack

- Never lay glassware on its side.
- Cover the bottom of the carton with crumpled packing paper to help cushion the load.
- Wrap each glass and mug individually in packing paper or bubble wrap.
- Put layers of packing paper or bubble wrap in between plates and bowls.
- Glasses and mugs should have crumpled paper in side each glass, then the glass or mug should be wrapped in paper.
- Glasses should be placed upside down in the carton. Fill in sides and top with crumpled packing paper. A layer of crumpled newsprint should go between each layer of glasses.
- Glass bowls can stack into each other, (normal position). Use paper in between each item, then wrap bundle in paper. Do not stand bowls on edge.
- Top off with packing paper to tighten it up.
- Seal and label carton. Mark "Fragile" with red marker, if possible.

## **STEMWARE / CRYSTAL COLLECTIBLES**

Recommended carton size - 1.5, then into DishPack

- Never lay stemware/crystal flat.
- Crumple some packing paper to cover the bottom of the carton.
- Wrap each piece individually with packing paper, then again with small bubble wrap.
- For figurines/detailed fragile pieces, wrap delicate and small protruding sections with tissue paper, then bubble wrap the item.
- Tape each piece securely and stand up right.
- Top off carton with crumpled newsprint to tighten up the carton.
- Seal and label carton.
- For especially delicate and/or high value items, pack in to book cartons, then place two book cartons into one dish pack for extra protection.
- Mark "Fragile" with red marker, if possible.

## GLASS AND TEA CUPS

Recommended carton size - Dish Pack

- Put a layer of crumpled newsprint on the bottom of the box. Put crumpled newsprint or tissue paper inside each glass/teacup. Wrap each glass or teacup in packing paper or a piece of bubble wrap and tape it.
- Place wrapped cups or glasses upside down.
- Place a layer of cardboard and another layer of packing material between layers.
- Keep layering in wrapped cups and crumpled packing paper leaving room at the top to add packing paper to tighten it up.
- Seal and mark "Fragile -Crystal/China."

## SMALL APPLIANCES

Recommended carton size - 3.0 cartons or Dish Pack

TIP: Don't use plastic peanuts or shredded news print, which could get into the machines and cause damage.

- Group kitchen appliances, like blenders and toasters, or other small house hold appliances, like hand-held vacuums and telephones, two or three to a box.
- Make sure the bottom of the box is securely taped, and then pad the bottom of the box with crumpled packing paper.
- Small appliances should be generously paper wrapped individually and packed in appropriate sized cartons.
- Put another layer of packing material on top, seal the box, and mark it "Kitchen Appliances."

## KITCHEN ITEMS

- Put packing paper between the items.
- Wrap all items individually with newsprint.
- Fill in the spaces with crumpled packing paper.
- Seal and mark "Kitchen."
- Do Not Pack: Non-perishables, canned goods, Tupperware, plastic ware, paperplates, etc.



## **COMPUTERS**

- It is best to pack computers in their original boxes and packaging from manufacturer. If original packaging is not available, crumple packing paper or bubble wrap and place in container.
- Disks should be packed in a separate box, but not with anything magnetic.
- Bundle cables and wires and color code them to their matching holes so it's easy to reconnect. Fit in cables and accessories, close and seal the box.
- Printers should be packed separately: be sure to remove the ink cartridges.
- Mark each box "Fragile" and name the room it should be placed in at your new home.

## **STEREO COMPONENTS**

- Make sure all components are completely cooled off. Use color coded tape to mark where cables and cords should go in the equipment for easy reconnect.
- Check manuals for any special moving preparations that need to be done that will keep internal components from moving around.
- With turntables, tape down the "platter" the records its on and tape the arm to the arm rest. Pack the plastic turntable cover separately from the turntable; if it comes off, it may screw down.
- Put components in original boxes, or pack by crumpling packing paper on bottom of container. Wrap with packing paper or bubble wrap and add crumpled packing paper in between the box and the component. Top off the box with crumpled packing paper and seal.
- Don't bundle components together in the boxes unless they are small enough to be separated.
- Mark each box "Fragile" and name the room it should be placed in at your new home.

## **TELEVISIONS**

TVs must be professionally packed or crated in an original carton with the original Styrofoam, or in a special manufactured flat screen TV box or a woodcrate.

## **TELEVISIONS - BIGSCREEN**

- Be sure to leave the cable and cable box behind since those belong to the cable company.
- Check the manual to make sure there are no special moving preparations that need to be done to stabilize internal components.
- Slide the foam forms on either end. Then slide it into the box, making sure it remains upright, seal it, mark it with the name of the room it should be placed in at your new home.
- Pad wrapping alone is not sufficient packing protection; TVs must be properly packed in a box/ container/crate.

## **TELEVISIONS - LESS THAN 30"SCREEN**

- Be sure to leave the cable and cable box behind since those belong to the cable company.
- Check the manual to make sure there are no special moving preparations that need to be done to stabilize internal components.
- Wrap up any cords for the TV and put in the original boxes or in the container available through Golden Gate Relocation.
- Never put any other electronics in the same container as theTV.
- Seal and mark each box "Fragile" and name the room it should be placed in at your new home.

## **LINENS**

Recommended carton size - 3.0 or 4.5 tall cubicfeet

- Pack assorted sheets, towels, pillows, etc. in paper lined cartons.
- Seal and label your carton accordingly.

## **SHOES**

Recommended carton size - 3.0 or 4.5 cubicfeet

- Wrap each shoe individually innewsprint.
- Do not wrap pairs together as you can damage the material of the shoes.
- Seal and label your carton accordingly.

## **HANGINGCLOTHES**

Recommended - Wardrobe Carton with 24" hangingbar

- About 30 inches of closets pace will fit in to a wardrobe carton.
- Items should be placed into the wardrobe to hang freely; tight enough that hangers will not slide along the bar during movement, but not tight enough to crush and wrinkle items.
- Table cloths / curtains can be put on hangers and packed into the wardrobe carton.
- Do not place any other items in the bottom of the wardrobe carton except pillows or small cushions in the very bottom.

## **RUGS**

Rugs must be rolled, and then padded. NEVER fold rugs.

Recommended method is to have rug vacuumed, then rolled, wrapped in shrink wrap and then padded in moving pads.

## **LAMPS AND SHADES**

- Floor lamps need to be wrapped with packing paper and packed into a floor lamp container to avoid getting bent during shipping.
- Remove light bulb and lamp harp. Wrap the base, harp, and bulb separately in newsprint.
- Lamp shades need to be packed in their own container.
- Table lamps need to be wrapped in packing paper. To avoid movement in the box, fill all sides with soft items like throw pillows, blankets, or crumpled packing paper.
- Lamp shade is to be placed in it's own separate box. The shade is to be placed face down in the moving box and filled with packing paper. Then wrap the lamp harp and light bulb in packing paper and place in the center of the lampshade.

## **KIDS ITEMS**

- Pack kids rooms last.
- Most kids toys are some what non-breakable and can go in boxes with some crumpled packing paper to fill in the spaces.
- Breakable toys like models or porcelain dolls can be wrapped in bubble wrap and packed in boxes with crumpled packing paper.
- Make sure you drain water from squirt guns and seal paints and other safe but messy materials in zip lock bags or containers. Pack them together in a box lined with a plastic bag.
- Mark each box / container with the kid's name to indicate what room each box needs to be placed at time of delivery.

## **TOYS & STUFFED ANIMALS**

Recommended carton size - 4.5 or 6.0

- For stuffed animals, line inside of carton with newsprint. If stuffed animals are medium to large size, place loosely into carton, crumple paper to fill in top of carton and label accordingly.
- Smaller stuffed animals should be wrapped in newsprint and placed in to carton.
- Toys should be individually wrapped in newsprint and packed in to carton.

## **MATTRESSES**

- Mattresses must be packed in plastic mattress covers.
- Preferred method is to pack mattresses into a plastic bag and then into the mattress carton, but this is not a requirement.

## **LAWN MOWERS & LAWN TOOLS**

- Lawn mowers along with all other lawn tools and equipment must be clean and free of all grass and debris (use a hose).
- Drain gas and oil out of the lawnmower and any other gas-powered equipment 72 hours prior to loading.
- Tape or tie handles of rakes, shovels, and other garden tools. Or bundle and wrap in skins and pack on top of top tier in truck.
- Pack smaller garden/lawn items in a box.
- Drain garden hoses down a hill, roll up, and put in a box.

## **MOTORCYCLES & MOTORIZED SCOOTERS**

Gas and oil must be drained 72 hours prior to loading. Must be crated in a solid wood crate or in a special manufactured motorcycle box available through the Affiliates supplier of packing materials.

## **COLLECTIBLE ITEMS**

- Wrap each fragile item separately with bubble wrap and tape.
- For figurines/detailed fragile pieces, wrap delicate and small protruding sections with tissue paper, then bubble wrap the item.
- Put a layer of peanuts or crumpled packing paper on the bottom and layer in wrapped items with peanuts or crumpled paper in between.
- Put a final layer of peanuts or crumpled paper on top.
- For especially delicate and/or high value items, pack in to book cartons, then place two book cartons into one dish pack for extra protection.
- Seal and mark "Fragile -Collectibles."

## **GRANDFATHERCLOCK**

Pendulum and parts must be serviced by a third-party company and packed into a carton. The clock must be crated or put into a grandfather clock box or it is not covered. If the value is \$5,000 or more, the clock must be professionally crated in a solid wood crate. If the value is \$10,000 or higher, the clock must be crated by a certified third-party service.



## **PIANOS**

All pianos must be professionally serviced, and all corners foam protected, pad wrapped and cardboard crated, and placed on a piano board. Any piano with a high gloss surface must be foam wrapped, then pad wrapped, cardboard crated and placed on a piano board. Any piano being moved internationally, or with a value of \$25,000 or more, must be professionally crated and un-crated by a certified third-party service in a solid wood crate, and any exceptions noted on the paperwork. Any damage due to assembly or disassembly is specifically excluded from coverage. MED coverage is not available.

### **DO'S AND DON'T FOR MOVING A PIANO: KNOW THE INSTRUMENT**

- Do move any furniture and other objects out of the piano's traveling path before starting. It will be much harder to do this after you start, especially if the path involves stairs.
- Do cover the piano in non-slip blankets, folding the edges beneath the instrument and securing them with moving cords to protect its finish.
- Don't leave the lid unlocked - a bumpy ride or mistake can damage the instrument's ivory keys.
- Do place packing desiccants inside the piano before packing it up. If it's loaded into a truck that stops in a humid environment overnight, the wood can warp and crack later.
- Don't try to leverage the weight of the instrument in one direction or another. Tipping the instrument over a set of stairs, for example, can put stress on the instrument's midsection and permanently warp its frame.
- Do secure the packed piano in the truck during loading. Any movement during transport can result in a damaged instrument, including damage that isn't immediately visible.
- Don't use typical cargo straps for the piano when securing it. Be sure to use heavy-duty furniture straps that can reliably hold the instrument's weight during transport.
- Do remove a grand piano's legs before moving. The legs are fragile and can easily break during transport. Additionally, removing the legs usually makes it possible to fit the piano vertically through doorways.
- Don't load the piano last. Put the piano in the very front of the moving truck, right up against the wall. If the interior of the truck isn't level, place some wood planks on the floor so that the weight is evenly balanced.

### **PIANO SAFETY TIPS**

- What you're wearing. When dealing with a heavy, cumbersome and awkward item like a piano, a pair of baggy pants or the wrong shoes can make a major difference. Don't wear anything that can get caught on the instrument while it's in transit and be sure to wear the most slip-proof pair of shoes you own. One wrong step can cause a dangerous accident - don't take any risks.
- The piano's exact traveling path. This one is touched upon above, but make sure you know every detail of the piano's path to the loading truck. For instance, if you have four movers helping, who takes the lead when the piano reaches the stairs? Who supports the instrument's weight from the back and who guides it by directing its mid-section? Leave nothing to chance and discuss this before anyone puts on a pair of moving gloves. Once you've arrived at your destination, you'll want to perform this step all over again.
- The piano's exact measurements. Once you've placed the piano on the piano board, take out a tape measure and figure out whether it will fit through the doorways you need it to travel through. Make sure to accommodate the instrument's length as well, or you may find yourself stuck at an angle in a small hallway the piano can't clear.



As moving experts, we at Golden Gate Relocation know that there are a thousand details to juggle during a move and we want to ensure that you have **THE BEST MOVE EVER!** The following pages are printable moving organization tools to help keep you sane.

Our ultimate collection of printables and checklists will assist in organizing your move! So, print everything out, three hole punch them, and add them to a binder so you have everything you need right at your fingertips!

For added organization, we have detailed out the moving time-line. Packed chock-full of tips to help organize your move so you don't need to remember anything, just follow the tips and cross out the tasks as you go. Easy peasy!

# MOVING CHECKLIST & PLANNER

## 2 MONTHS BEFORE MOVE

- Create a floor plan of new home for furniture placement. Sell or donate unneeded pieces.
- Make a home inventory. Begin to remove clutter. Start with basement, attic, and garage.
- Start a file of moving paperwork and expenses. Can be used for tax credit and claims.
- For kids: Arrange to transfer school records.
- For family: Arrange to transfer medical, dental, legal records.  
\*\*Ask for referrals!\*\*
- For pets: Transfer veterinary records. Take pets for immunization if necessary.
- Get your new home ready. Contact painters, carpenters, plumbers, locksmiths, roofers, etc.
- Banking: Prepare to transfer financial and safety deposit box contents to new branch.
- Documents: Be sure all personal, family, and financial records are accounted for:
  - Birth certificates, passports, insurance, medical, dental, legal, and academic records.
  - Obtain missing documents from authorities.
  
- Prepare a list of friends, relatives, business firms and others who should be notified of your move.

## 6 WEEKS BEFORE MOVE

- Obtain and fill out post office change of address cards. An Online Change of Address Form is available at [USPS.com/move](https://usps.com/move)
- File change of address with the Federal Government.
- Make arrangements for storage, if necessary. \*\*We can help you with that!
- Get antiques or valuables appraised.
- Order moving materials: boxes, bubble wrap, packing tape, and other supplies.
- Start to pack: Seasonal clothing, sports gear, and other items not in immediate use.
- Clean out closets and drawers.
- Hold a garage or moving sale. Items that don't sell give to charity or friends/family.
- Prepare antiques and collectibles for extra special moving care.
- Arrange special travel arrangements for kids and pets.

## 4 WEEKS BEFORE MOVE

- Notify friends and family of new address. Send change of address cards.
- Schedule disconnection of all utility services at old home, and connection at new home.
  - Telephone, cell phone, electric, gas, water, cable, satellite, internet.
  - Banks, credit cards, magazines, employer, clubs, associations.
- Contact insurance company for moving coverage and to transfer policy to new home.
- Apartments/Condos: Reserve elevators and/or loading dock for move. See if moving permits are required.
- Hold a second moving sale. Donate to charity. *Yes, you probably still have too much stuff.*
- Arrange for cleaning or repair of drapes, furniture and carpet.

## **3 WEEKS BEFORE MOVE**

- Properly dispose of items that cannot be moved (i.e. plants, paints, cleaners, propane, flammables)
- Recycle electronics, plastics, metals, papers, etc.
- Prepare automobile registration and driver's license if moving out of state.
- For kids & pets: arrange child care or pet care for moving day. Arrange flights or special travel arrangements for during the move.
- Start a file for new homeowner: roof, maintenance, appliance manuals.
- Use up your food, this is a good time to eat all those frozen pizzas you have stockpiled.
- Have your car serviced, especially if you are moving long distance. Check brakes, tires, windshield wipers, fluids, belts, etc.)
- Don't forget to prepare for moving insurance. Accidents can happen and you should protect your valuables.
- Notify Golden Gate Relo if you add or subtract items from your planned move or if there are any changes in dates. Be sure to verify that your destination address and phone numbers where you can be reached are up to date.
- Confirm any extra stops required to pick up or deliver goods to a location other than the main pickup or delivery points.
- If your car is being moved, be prepared to drive it to a suitable loading site. Also be prepared to pick up your car at a suitable destination location.

## **2 WEEKS BEFORE MOVE**

- Prepare for sale or disposal of items not sold during garage or moving sales.
- Return borrowed items (friends, library). Collect lent items (CDs, books, toys).
- Transfer prescriptions. \*\*Be sure to have enough medication on hand!\*\*
- Pick up laundry and dry cleaning.
- Decide what to do with house plants. We cannot safely move your plants because they may suffer from lack of water and light, as well as probably temperature changes while moving.
- Some states permit the entry of all house plants, while others admit them in accordance with specific rules and regulations. You can find answers on these websites: Department of Agriculture, National Gardening Association, Better Homes & Gardens.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations.

## **1 WEEK BEFORE MOVE**

- Re-confirm your travel arrangements. Do not schedule travel during your 2 day pickup window.
- Pack a Travel Kit. Plan for a minimum of two weeks' worth of necessities. Put aside the following critical items beforehand:
  - Financial: check book, credit cards, cash, traveler's checks, etc.
  - Travel: passports, birth certificates, ID, keys.
  - Papers for Moving: inventory lists, measurements, lease agreements.
  - Baby Care: diapers, stroller, car seat, medications, clothing.
  - Children: toys, medications, books, clothing.
  - Kitchen: essential dishes, utensils, food for the first few days.
  - Personal: bedding, clothing, toiletries, medicine, bandages.
  - Pack a Suitcase: have items on hand in case there are unexpected delays with your belongings.
  - Cell phone: keep your charger handy and any portable charging units.
- Settle any bills with local businesses.
- Clean lawnmower underneath all grass and debris. Drain gas and oil out of lawnmower and any other gas operated equipment 72 hours prior to pickup.

## DAY BEFORE THE MOVE

- Defrost refrigerator and freezer, clean the interior walls, drawers, and shelves; keep doors open to dry out. This will prevent any mold forming while being transported.
- Disconnect and prepare major appliances for move. Drain all water out of washing machines, and avoid doing anymore loads of laundry prior to the move.
- Unplug all electronic appliances 24 hours in advance of a move, except plasma televisions, so that they will be at room temperature on moving day. This includes home computers, stereos, and audio/video equipment.
- Drain power equipment of oil and gas. Drain water hoses.
- Set aside the Travel Kit you prepared the week prior.
- Pack a box of items that will be needed first at the new home. Mark "Last Load" on box.
- Confirm hotel or accommodation and have several copies of directions to your new home printed out.
- If you are doing your own packing, make sure everything is ready to go.
- If Golden Gate Relocation is doing the packing be sure to point out to the packers any extra-fragile needing special attention. Mark appropriately any items you do not want packed or moved.

## MOVING DAY

- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete. After taking a final tour of the house, check and sign the inventory.
- Approve and sign the Bill of Lading/Freight Bill. It states the terms and conditions under which your goods are moved and is also your receipt for the shipment. Be sure to sign the declared valuation statement.
- Complete and sign the High-Value Inventory Form, whether or not items of extraordinary value are included in the shipment. You also need to sign and date the "Extraordinary (Unusual) Value Article Declaration" box on the Bill of Lading, if applicable to your shipment.
- Ensure our Truck Operator has the exact destination address. Be sure to let them know how you can be reached, including phone numbers, pending the arrival of your household goods.
- For kids & pets: Drop off kids and pets at pre-arranged care site.
- Make note of all utility meter readings.
- Do a final clean up of old home. Be sure to leave toilet paper and paper towels.
- Breathe. Moving is stressful.

## DELIVERY DAY

- Be prepared to pay the remainder of your balance, if applicable. \*\*NOTE: it is customary to tip the movers, have cash on hand to do so.
- Check boxes and belongings. Note on the inventory record any damage

### WHO YOU SHOULD NOTIFY OF YOUR UPCOMING MOVE

| PROFESSIONAL SERVICES   | PERSONAL ACCOUNTS  | GOVERNMENT OFFICES  | UTILITIES  | PUBLICATIONS & SUBSCRIPTIONS   |
|---|--|---|--|--|
| <ul style="list-style-type: none"> <li>• Doctor(s)</li> <li>• Dentist</li> <li>• Accountant</li> <li>• Lawyer</li> <li>• Broker</li> <li>• Hair Stylist</li> <li>• Therapist</li> <li>• Insurance Agency</li> </ul> | <ul style="list-style-type: none"> <li>• Pharmacy</li> <li>• Dry Cleaner</li> <li>• Lawn Service</li> <li>• Banks/Finance Companies</li> <li>• Credit Card Companies</li> <li>• Laundry Service</li> <li>• Auto Finance Company</li> <li>• Health Club/Gyms</li> </ul> | <ul style="list-style-type: none"> <li>• Dept. Of Motor Vehicles</li> <li>• Social Security Administration</li> <li>• State/Federal Tax Bureaus</li> <li>• City/County Tax Assessor</li> <li>• Veterans Administration</li> </ul> | <ul style="list-style-type: none"> <li>• Electric</li> <li>• Gas</li> <li>• Water</li> <li>• Telephone</li> <li>• Cell Phone</li> <li>• Sewer</li> <li>• Trash</li> <li>• Cable/Satellite</li> <li>• Fuel (Oil/Propane)</li> </ul> | <ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Magazines</li> <li>• Newsletters</li> <li>• Catalogs</li> <li>• Monthly Deliveries</li> <li>• Food Delivery Services</li> <li>• Journals</li> </ul> |

# PACKING SUPPLY CHECKLIST

Golden Gate Relocation and Storage knows the huge task packing can be. We highly recommend you let us do all of the packing for you with our award winning White Glove Service. But if you decide to do it all yourself, just like with any big job, it suddenly becomes easier with the proper tools. We have alleviated some of the headache with the information in this packet, like finding perfect boxes for each item \*\*page 6\*\* since who has the time to figure that stuff out?

Below is our helpful list of must - have packing and moving supplies:

- Boxes of various sizes
  - 15-20 small card board boxes
  - 10-15 medium card board boxes
  - 10-15 large card board boxes
  - 5-10 divided boxes
  - A few extra large boxes for bulky "light" items
  - Plastic bins, if you plan to reuse them for storage
  - Other moving containers
  - Garbage and trash bags are essential when you're moving. Whether you need to carry out trash or throw last-minute items into a bag.
- Tape
  - 2 rolls of shipping tape
  - 2 rolls of duct tape or strapping tape
  - 2 rolls of masking tape
  - 2 rolls of painter's tape for immediate projects
  - Tapedispensers
- Scissors and BoxCutters
- Markers
  - Sharpie permanent markers for labeling
  - Colored markers for room color coding
- Rubber Bands - whether you're packing away your favorite posters or other essentials, rubber bands can help squeeze items into storage containers.
- Stretch Wrap - for bundling awkward items like furniture or skis.
- Packing Material - Bubble wrap, packing paper, newsprint and/or your own towels and linens. Bubble wrap and packing peanuts are better for delicate items that may break easily. Rope, twine, tie-downs, and bungee cords if you plan on moving anything in your own vehicle.
- Cleaning Supplies - Broom/dustpan, mop/buckets, sponges, multi-purpose and glass cleaners and paper towels to clean both your old and new place.
- Toolbox - While moving, you'll likely need to remove screws and nails as you disassemble bulky furniture.

## HELPFUL TIPS

Check with your local liquor stores to see if they have emptied liquor boxes. These typically have dividers inside, making them perfect boxes for protectively packing your glassware.

Fill boxes to capacity, as overfilling gives them lumpy surfaces making them hard to stack, and underfilling them makes them vulnerable to collapse under weight. When it's time to stack them in the moving truck, you'll be glad to have neat, level towers of boxes that stay in place. Below is our helpful list of must-have packing and moving supplies.

Newspaper is both a frugal and a practical way to wrap your sturdy items. If you regularly get the paper, save it for a few weeks so you don't have to run out to buy the latest edition. You can also ask your neighbors to bring you their papers when they're done.

Packing tape is one area where you don't want to be cheap. Having an easy-to-use tape gun, generally \$10-\$20, will make the packing process easier. Make sure to buy tape in bulk—it will be cheaper than buying a couple of rolls at a time.



# NEW HOME SUPPLY CHECKLIST

## BATH

- Shower Curtain
- Shower Liner Shower
- Hooks/Rings Bath
- Rug
- Bath/Hand Towels
- Tub Mat
- Toilet Brush/
- Holder Toilet Seat
- Toothbrush Holder
- Tumbler
- Soap Dish
- Wastebasket Shower
- Rod Shower Caddy
- Towel Bars/Racks Air
- Fresheners Loofahs
- Toiletries

## UTILITY

- Light Bulbs
- Extension Cords
- Surge Protectors
- Smoke/CO2
- Detectors Batteries
- First Aid Kit
- Flashlights
- Candles/Matches
- Clocks
- Night Lights
- Heaters/Fans/
- Humidifier Basic Tool
- Set

## CLEANING & LAUNDRY

- Cleaning Products
- Hand Soap Sponges/
- Gloves Dust Pan/
- Mop/Broom Room
- Fresheners Trash
- Can/Trash Bag Step
- Stool
- Vacuums
- Lint Rollers
- Hamper

## KITCHEN ESSENTIALS

- Paper Towel Holder
- Drawer Organizers
- Cabinet Organizers
- Dish Rack/Drying
- Mat Spice Rack
- Water Filtration
- Cutting Board
- Kitchen Towels/Mitts
- Shelf Liners
- Food Storage
- Spatulas/Mixing
- Bowls Placemats
- Flatware/Plataware/
- Cups

## WINDOWS

- Curtains & Drapes
- Blackout Options
- Blinds & Shades
- Sheers
- Scarves & Valances
- Tie Backs
- Curtain Rods
- Window Hardware

## CLOSET ORGANIZATION

- Hangers
- Door Hooks Double
- Closet Rod Shelf
- Organizers Shoe
- Racks Storage Bins
- Cube Storage Units
- Door Mirrors Drawer
- Organizers Under
- Bed Storage Space
- Bags Accessory
- Organizer

## BEDROOM BASICS

- Mattress Pad
- Mattress Protector
- Mattress/Air
- Mattress Pillow
- Protectors
- Pillows
- Sheets/Pillowcases
- Blankets/Quilts/
- Comforters Duvet
- Covers

## HOME DÉCOR

- Toss Pillows
- Slipcovers
- Picture Frames Wall
- Art
- Area Rug/Door Mats
- Lighting/Lamps
- Shelving
- Furniture/Bookcases
- Wall Hanging Kits









# UTILITIES / SERVICES

## TOTAL FEES

| COMPANY  |  | CANCEL / TRANSFER / NEW             |  |
|----------|--|-------------------------------------|--|
| Phone    |  | Disconnection Date                  |  |
| Account  |  | Reconnection Date                   |  |
| Website  |  | Need to Be Present for Reconnection | <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| Login    |  | Cancellation Fee \$                 |  |
| Password |  | Final Balance \$                    |  |

| COMPANY  |  | CANCEL / TRANSFER / NEW             |  |
|----------|--|-------------------------------------|--|
| Phone    |  | Disconnection Date                  |  |
| Account  |  | Reconnection Date                   |  |
| Website  |  | Need to Be Present for Reconnection | <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
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