LEGEND MOVERS 4 YOU · ORLANDO, FL

Moving & Move-In Checklist

For realtor closings, apartment move-ins and move-outs, and property turnovers. Print and check off as you go.

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Starting at $165/hr for 2 movers, 2-hour minimum · We answer 24/7

Before you book (buildings & lease)

- ☐ Get the move policy from both buildings (old and new) in writing.
- ☐ Ask which days and hours moves are allowed.
- ☐ Ask whether you need to reserve an elevator, and how.
- ☐ Ask whether weekends or holidays are off-limits for moves.
- ☐ Find out where the truck can park or load, and garage/gate clearance.
- ☐ Read your lease for the notice period, move-out inspection and key return.
- ☐ Give written notice if your lease requires it.
- ☐ Count flights of stairs and measure the walk from parking to your door at both ends.
- ☐ Measure big furniture and doorways, hallways and elevator at the new place.
- ☐ Start collecting written estimates and start decluttering.

Two to four weeks out

- ☐ Book your movers (end-of-month and weekend dates fill first).
- ☐ Pass both buildings' move hours and elevator windows to your mover.
- ☐ Reserve the elevator and loading area at both buildings.
- ☐ Schedule utility start at the new address and shutoff at the old one.
- ☐ File your USPS change of address (allow 7–10 business days).
- ☐ Collect boxes, tape, markers and bags for hardware.
- ☐ Start packing the rooms you use least.
- ☐ Confirm date, arrival window, both addresses, gate codes and parking with your mover.
- ☐ Confirm elevator reservations in writing.
- ☐ Arrange child and pet care for moving day.

One week out & packing prep

- ☐ Pack everything and tape boxes shut.
- ☐ Label each box with its destination room.
- ☐ Put heavy things like books in small boxes.
- ☐ Empty drawers of anything heavy, fragile or valuable.
- ☐ Flag furniture that comes apart (beds, tables).
- ☐ Disconnect water, gas and ice-maker lines; defrost and dry the refrigerator a day ahead.
- ☐ Pack a personal / first-night bag: medication, chargers, documents, toiletries, change of clothes.
- ☐ Pack clean sheets and pillows for the first night.
- ☐ Include a box cutter, screwdriver and flashlight.
- ☐ Book your move-out walkthrough.
- ☐ Take apart furniture you are comfortable handling and bag the hardware.
- ☐ Keep valuables, documents and medication with you (not on the truck).

Move day — before the crew arrives

- ☐ Confirm your elevator slot with the front desk; pick up the elevator key or fob if needed.
- ☐ Confirm move hours and loading rules with management.
- ☐ Check that the loading area is open and the gate code or guest list is set.
- ☐ Walk the lead mover through the home; point out fragile or high-value items and "do not move" items.

Move day — before you leave & at the new place

- ☐ Check every closet, cabinet, balcony/patio and assigned storage closet or cage.
- ☐ Look in the dishwasher, oven, top shelves and attic.
- ☐ Take photos of the empty rooms for your move-out inspection.
- ☐ Return keys, fobs, garage remotes, parking passes and mailbox key.
- ☐ Turn off lights, lock windows and lock the front door.
- ☐ Confirm the elevator window and loading area at the new place.
- ☐ Tell the crew where the big pieces go; check everything before they leave.
- ☐ Assemble or set up the bed first.
- ☐ Keep medications and documents with you.

Sources (existing Legend content only):

1. Orlando Apartment Moving Checklist — short version, building rules, packing prep, move-day checklist, 8-week timeline.
2. Residential Moving Checklist for Florida Homes — first-night box, appliance prep, walkthrough, final sweep.
3. Senior Moving Checklist — printable checkbox structure / first-night and final-check items.

Same-day moves when a crew is available (never guaranteed). Storage means moving items into a unit the customer rents — Legend has no storage facility.