



BUSINESS MOVING CHECKLIST

888-8-LOW COST | info@lowcostmovers.net

For Move Out and Move-In Locations

- ☐ Make a moving reservation immediately upon signing a lease or purchasing your new business location.
- ☐ Check building rules, regulations and lease requirements.
- ☐ Schedule move-in and move-out with each landlord
- ☐ Request that elevator and floor protection be installed the evening before the move
- ☐ Reserve elevators for your exclusive use at the designated start time
- ☐ Determine if access by the movers will be restricted in any way
- ☐ Determine moving truck access and parking requirements
- ☐ Determine hours when moving is allowed
- ☐ Have your insurance agent call the landlord a week in advance to get the buildings insurance requirements and provide them with a certificate of insurance
- ☐ Get commitment from the contractor at your new location to have construction completed by the move in date
- ☐ Make sure that we have emergency contact information for the person coordinating the move.
- ☐ 30 days before moving day you should order new stationary, business cards and checks printed
- ☐ 14 days before moving day you should order telephone and internet service
Keep your current telephone and internet service connected until your telephones and internet are functioning at the new location.
- ☐ 7 days before moving day you should notify the post office of your change of address
- ☐ Notify suppliers who ship to you on a regular basis of your new address
Insist on receiving a certificate of occupancy the day before the move