

REC� Moving Day Checklist

A detailed checklist for a stress-free moving day, coordinated by your REC� concierge.

Pre-Move Preparation

- ☐ Confirm moving company booking and arrival time
- ☐ Pack essentials kit (clothes, toiletries, important documents)
- ☐ Label all boxes by room and priority
- ☐ Disassemble furniture as needed
- ☐ Verify utility shutoff/activation dates

Morning of Move

- ☐ Meet moving crew and concierge at departure home
- ☐ Walkthrough to identify special items and instructions
- ☐ Ensure concierge has vendor contacts for urgent issues
- ☐ Keep pets and children in a safe location

During Loading

- ☐ Monitor packing crew for proper handling
- ☐ Check inventory list against loaded items
- ☐ Confirm fragile items are packed securely
- ☐ Direct movers on heavy item placement in truck

Transit Coordination

- ☐ Track moving truck ETA and route
- ☐ Concierge to manage any route or weather changes
- ☐ Confirm arrival time at destination

Unloading at New Home

- ☐ Give movers a room-by-room unloading plan
- ☐ Verify all boxes and furniture are delivered
- ☐ Inspect items for any damage
- ☐ Place essentials kit in easily accessible location

Unpacking & Setup

- ☐ Unpack essentials kit and set up beds and kitchen
- ☐ Concierge-arranged furniture assembly
- ☐ Connect utilities and test appliances
- ☐ Dispose of packing materials or arrange removal

Post-Move Review

- ☐ Conduct final walkthrough with concierge
- ☐ Address any missing/damaged items
- ☐ Confirm all services rendered and close out vendor payments
- ☐ Update address with post office, banks, subscriptions

Download this checklist and collaborate with your RECN concierge to ensure every step of your moving day is seamless.