



Moving In or Out? A One-Page Checklist

For residents of high-rise buildings. Your building's own rules always come first.

Your building's move rules (management fills in)

Move days and hours: _____

Service elevator booking: _____

Send the COI to: _____

Loading dock or truck parking: _____

2-4 weeks before

- ☐ Ask management for the move rules and the Certificate of Insurance (COI) requirements. Many buildings have a sample COI that shows the names that must appear on it.
- ☐ Reserve the service elevator and the move window. In a busy building, month-end dates go first.
- ☐ Book your mover only after the elevator is reserved.
- ☐ Get a written estimate. Tell the mover about packing, stairs, a long carry from the truck, and large or fragile items.
- ☐ Moving to or from another building? Ask both buildings for their rules and book both elevators.

The week before

- ☐ Confirm the date, the window and the COI approval with management.
- ☐ Tell the front desk the date, the time and the mover's name.
- ☐ Pack and seal every box. Label each box with its room.
- ☐ Keep documents, keys, medicine and valuables with you.

About the COI

- ☐ The mover issues the COI. Many buildings must approve it before moving day.
- ☐ Send the building's requirements to the mover early. Some buildings need time to approve it.
- ☐ Without an approved COI, the front desk may stop the crew at the door.

Moving day

- ☐ The crew checks in at the front desk and uses the service entrance.
- ☐ Elevators and halls get protection the way the building asks.
- ☐ Keep the lobby and the halls clear for other residents.
- ☐ Before the crew leaves, walk your unit, the hall and the elevator.

Need a mover? All Edgewater Movers

1-800-598-4356

We work with customers in many languages · alledgewaternjmovers.com

- ✓ We issue your building's COI and send it with your contract, or to the building directly on request.
- ✓ Free written estimate, in person or by video, 7 days a week.
- ✓ Moves across the Hudson in both directions: NJ waterfront towns and all five NYC boroughs.
- ✓ Local moves: 2 movers and a truck, \$385 for the first 2 hours, then \$85 for each extra half hour. No travel charge. Blankets, dollies and basic furniture disassembly are included. You get a free written estimate before moving day.
- ✓ Moves on weekends and holidays.