



Life Simplified

Compassionate Move Managers
& Organizers

Moving Checklist

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MOVING CHECKLIST

2 Months Out

- Find Realtor
 - Get Moving Quotes
 - DeClutter, Purge, Donate, Sell
 - Contact Contractors, Painters, Carpenters, Locksmiths if needed
 - Fill out Change of Address
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4 Weeks to Go

- Schedule Utility disconnections
 - Contact Insurance companies
 - Change of Address Notifications: Clubs, associations, employer, bills, banks
 - Reserve elevators or obtain moving permits if necessary
 - Declutter/Sort/Donate-One Room at a Time
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6 Weeks to Go

- Find Storage Facility if needed
 - Order Moving Materials
 - Start to Pack: basement, attics, storage areas, closets
 - Schedule appraisals, auctioneers, for valuable items or estate sales
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3 Weeks to Go

- Keep going with Declutter
 - Arrange child and pet care for moving day
 - Licensing-Moving out of State?-prep for auto registration, drivers licensing change over
 - Start a file for the new homeowner: roof info, manuals, warranties, etc.
 - Start Packing – Keep a Survival Box/Bag (see 1 week)
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2 Weeks to Go

- Keep Packing

- Cancel regular deliveries or services: newspaper, lawn, water services

- Schedule junk removal & donation pick ups as needed

- Transfer prescriptions to closer pharmacy

Day Before

- Confirm Movers/Packers

- Defrost Refrigerator/Freezer

- Drain power equipment of oil/gas

- Set aside items to travel with you

- Final Clean up

1 Weeks to Go

- Confirm movers, labor, helpers, kid/pet care

- Survival Box/Move Day Bin:
 - 1 weeks worth clothes for all, medication, toiletries, baby items, toys, animal items

- Pack Important Papers Box: taxes, birth certificates, banking, etc.

- Schedule Locksmiths

Moving Day

- Drop off kids & pets to caregivers

- Put Room Signs on each room in new home

- Broom Clean & make sure someone is at each home for movers

- Have water, snacks & cash tips for workers/helpers

- Be available at new place to answer questions and for large item placement



Meet Annie Kilbride, Founder & President



Annie Kilbride is the proud owner & fearless Leader of the team at **Life Simplified, LLC. a Professional Move Management & Organizing Company.** Annie's compassion for others & ability to use time efficiently are apparent the first time you meet her. As a former critical care nurse, she applies her knowledge and ability to connect with others to each job, utilizing her passion and talent to simplify your move, project, even your life.

Over the years, Annie has used her assessment, communication and planning skills to develop Life Simplified into more than just a professional organizing company. She has branched out into the Professional Move Management and Staging arenas. Her ability to use her compassion along with her skills has made her a leader in all these fields.

Annie has also donated her services to local fundraising events that help the community. She has had the gratifying experience of helping two local nonprofit organizations create an amazing donation center for the community in order to provide clothes and food that they would not otherwise have any access to. She has taught at the local community college & local adult school and had many speaking engagements. Annie has even been flown to Key West to help a client, as well as, been interviewed several times on local radio and TV shows & been quoted in several different newspaper articles.

In addition to her organizational talents, Annie strives to educate others. Annie's team helps guide clients through many overwhelming and difficult life altering decision making processes with compassion and absolutely no judgement.

Annie & the Life Simplified Team go the extra mile—she will hang something on the wall, move furniture, pick up supplies, pack her car full of donations. She will even bring all your items to sell, and arrange for all pick-ups, contact auctioneers, eBay personnel and get you fair value for your unwanted clutter. Annie will arrange for the electrician, handyman, junk man, movers, etc. and keep ALL of them on schedule!

Annie & her team are members of National Association of Productivity & Organizing Professionals, Real Estate Staging Association, National Association of Specialty & Senior Move Managers, The Keys Guild, SBO Partner Program & has been voted Best of the Main Line & Western Suburbs by Main Line Today.

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