



PHILIP
HAYWOOD
& ASSOCIATES

GETTING MOVE-IN READY FOR RENTERS

A refined, step-by-step guide to ensure a smooth and stress-free transition into your new home.



BEFORE YOU BEGIN

If moving into a condo or co-op, get written approval for your move-in date and elevator use from management.

For townhouses or private buildings, confirm timing directly with your landlord.

Important: Don't order furniture or schedule deliveries until you have full control over timing and written approval.

Most buildings require Certificates of Insurance (COIs) and formal authorization before allowing deliveries or access. Note that many buildings restrict move-ins to specific days or hours — check your building's policy to stay compliant.

01.

Confirm Your Move-In Date

Coordinate your preferred date with your landlord or management. Confirm all requirements (COIs, deposits, elevator reservations) are in place before booking movers.

02.

Obtain Renters Insurance

Most landlords require proof of renters insurance. Ensure your policy covers both liability and personal belongings.

03.

Hire Movers or Rent a Truck

Hire a licensed, insured moving company familiar with NYC rules—or rent a truck if moving yourself. Philip can recommend professionals for packing, labeling, and delivery. If movers are packing for you, confirm arrival and COI submission, then skip to Step 06.

04.

Start Packing

Begin early. Label boxes clearly by room and category to simplify unpacking.

05.

Disassemble Furniture

Take apart large items like beds and desks. Store screws and hardware in labeled bags for reassembly.

06.

Set Up Utilities + Internet

Contact providers early to activate electricity, gas, and internet. If some utilities are included, confirm which need accounts in your name.

07.

Change Your Address

Update your address with USPS, banks, and key accounts.
If staying in NYC, update your ID and voter registration when possible.

08.

Move-In Day

Arrive early to meet movers and building staff. Oversee unloading, check for damage, and ensure fragile items are placed carefully.
Take photos/videos of your new apartment—and the one you're leaving—for your records.

09.

Settle In + Inspect

Unpack mindfully. Report any damage or maintenance needs within 24–48 hours.

10.

Personalize Your Space

Add touches that feel like home—art, lighting, plants, scent.
Check your lease before painting or mounting anything.

11.

Plan a Housewarming

Once settled, invite close friends or family over—and enjoy your fresh start.



Schedule a consultation:

calendly.com/philcompass/30min

All information provided is for informational purposes only and subject to change without notice.

Phil