

Same-Day Move Readiness Checklist

1. Timing & Availability

- Move must be completed **today** or by the **next calendar day**
 - Flexible start window available (morning or afternoon)
 - All parties are reachable by phone or text during the service window
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2. Urgency & Immediacy of the Move

- Immediate housing or personal situation requires a same-day move
- Move required within **24 hours** due to lease, eviction, or access deadline
- Time-sensitive job relocation or employment-related move
- Move timing is flexible within the next **1–2 days**
- Move is planned but **not time-critical**

Some moves require immediate action, while others allow limited flexibility. Understanding urgency helps determine whether same-day service is necessary or whether next-day scheduling allows for better preparation and execution.

3. Addresses & Access

- Pickup and drop-off addresses confirmed
 - Apartment or building access approved
 - Gate codes or entry instructions available
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4. Vertical Access: Floors, Stairs & Elevators

- Pickup location floor level identified
- Drop-off location floor level identified
- Elevator access available and operational (if applicable)
- Stair-only access confirmed
- Number of stair flights known at each location

Same-day moves involving upper floors require additional physical effort and coordination. **Third-floor or higher stair-only moves** may be better suited for next-day scheduling, especially when crews have already completed earlier jobs the same day.

5. Parking & Loading

- Legal parking available near pickup location
 - Legal parking available near drop-off location
 - Loading zones or restrictions identified in advance
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6. Move Size & Scope

- Items to be moved are clearly identified
- Move involves an apartment, partial home, or select items
- No full-house or multi-day move requirements
- Large or heavy items identified in advance

7. Apartment Size & Room Count

- Studio apartment
- One-bedroom apartment
- Two-bedroom apartment (fully furnished or less)
- No overflow items beyond standard apartment furnishings
- Contents fit within a **single 16-foot box truck**

Same-day moves are most efficient when the move size aligns with available truck capacity. A fully furnished two-bedroom apartment or smaller typically allows for same-day completion without additional trips or delays.

8. Storage Unit Size & Contents

- 5×5 storage unit
- 5×10 storage unit
- 10×10 storage unit
- 10×15 storage unit
- 10×20 storage unit or larger

- Storage unit is **partially filled**, not packed wall-to-wall
- Contents can fit within **one 16-foot box truck load**
- Storage facility access rules and time limits confirmed

A 16-foot box truck can typically accommodate fully filled 5×5 and 5×10 units, most 10×10 units, and 10×15 units **only when partially filled**. Fully packed 10×15, 10×20, or larger units generally exceed single-load capacity and are better suited for larger trucks or next-day scheduling.

9. Distance & Mileage Considerations

- Pickup and drop-off locations are within Fort Worth
 - Move remains within Tarrant County or nearby areas
 - Travel distance allows for same-day completion
 - No long-distance or out-of-region travel required
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10. Preparation Status

- Items are packed or ready to be moved
- Fragile items are separated or labeled
- Furniture requiring disassembly identified
- Walkways and exits are clear

11. Same-Day Assembly, Hookups & TV Mounting / Dismounting

- Furniture disassembly required prior to moving
- Furniture assembly requested at destination
- Washer and dryer hookup requested
- Appliance connections are compatible and accessible
- TV dismounting only requested**
- TV mounting requested**
- Mounting location and wall type identified
- Mounting hardware available

Time Impact Notice:

Furniture disassembly and reassembly, appliance hookup, **TV dismounting**, and **TV mounting** require additional labor time. When requested on the same day, these services may extend the overall move duration and should be identified in advance for proper scheduling.

12. Payment & Authorization

- Payment method ready at time of service
- Authorized decision-maker available during the move
- Scope of work confirmed prior to dispatch

13. Readiness & Scheduling Guidance

This checklist is intended to guide scheduling decisions based on **combined constraints**, not a single factor.

Same-day service is generally appropriate when:

- Urgency is high
- Move size fits within one truck
- Access and distance are straightforward
- Add-on services are limited

Next-day service is often recommended when multiple constraints apply, such as:

- Upper-floor stair-only access (3rd floor)
- Large or fully packed storage units
- Extended travel distance
- Multiple add-on services

Final scheduling decisions are based on real-time availability, job scope, and operational conditions at the time of booking.