

Moving Reminders & Checklist

Four to Six Weeks Before Moving Day:

Places to Notify:

- Notify the post office that you are moving. An online Change of Address form is available on the United States Postal Service Web site.
- Prepare a list of friends, relatives, business firms and others who should be notified of your move.

The following checklist will be helpful:

Utilities

- Electric
- Gas
- Water
- Telephone
- Sewer District
- Trash
- Cable/Satellite
- Fuel (Oil/Propane)

Professional Services

- Doctor(s)
- Dentist
- Accountant
- Lawyer
- Broker
- Insurance Agency

Publications

- Newspapers
- Magazines

Government Offices

- Dept. of Motor Vehicles
- Social Security Administration
- State/Federal Tax Bureaus
- City/County Tax Assessor
- Veterans Administration

Personal Accounts

- Pharmacy
- Dry Cleaner
- Lawn Service
- Banks/Finance Companies
- Credit Card Companies
- Laundry Service
- Auto Finance Company
- Health Club

- Newsletters

- Professional Journals

Miscellaneous:

- Have a "garage sale" or use an online auction service to dispose of unwanted items.
- Donate unwanted clothing or household goods to charitable organizations. Obtain receipts showing the items' approximate value for possible tax deductions.
- Begin to use up supplies of canned goods, frozen foods and other household items. Buy only what will be used before moving

Two to Three Weeks Before Moving Day:

- Notify us if you add or subtract items from your planned move or if there are any changes in dates. Be sure to supply your agent with destination address and phone numbers where you can be reached.
- Confirm any extra stops required to pick up or deliver goods to a location other than the main pickup or delivery points.

Preparing Household Items:

- Federal law requires that you dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons such as weed killer. Drain fuel from your power mower and other machinery. Discard partly used cans of oil, paint, thinner, bleach, or any other substances that may be flammable or combustible or those stored in containers that may leak.
- Refillable propane tanks must be purged and sealed by a local propane gas dealer. Discard non-refillable propane tanks which are used for barbecue grills.
- Set a date for having utilities disconnected. If possible, plan to keep utilities in service through moving day.
- Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners.
- Obtain a written appraisal of antique items to verify value. Avoid waxing or oiling wooden antiques (and fine wood furniture) before moving because some products might soften the wood, making it vulnerable to imprinting from furniture pads.
- Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture must be placed in storage
- If you are doing your own packing, pack contents into size appropriate cartons (ie: the heavier the contents, general rule of thumb is the smaller the carton! So please don't fill large boxes or totes with very heavy items). Make sure all box tops are closed and sealed for easier packing into the truck. Make sure all loose articles (brooms, mops, curtain rods, etc.) are bundled and taped together. Regular clothing can be left in dresser drawers, however we recommend that you place any loose contents (ie: coins, jewelry, papers, books) be placed into boxes. Make sure everything is ready to go before moving day.

One Week Before Moving Day:

House or Patio Plants:

- Decide what to do with plants. We cannot safely move your plants because they may suffer from lack of water and light as well as probable temperature changes while in the van. *Alternatives:* Give them to friends or relatives, donate them to a hospital or other charitable organization or include them in a garage or yard sale.
- Point out to the packers any extra-fragile items needing special attention. Mark appropriately any items you do not want packed or moved, as well as cartons you will want first when the van arrives at your new destination.

- Unplug all electronic appliances in advance of a move, except plasma televisions, so that they will be at room temperature on moving day. This includes home computers, stereos, and audio/video equipment.
- Check closets, cabinets, and storage lockers for any articles overlooked.
- It is your responsibility to see that all mechanical and electrical equipment is properly serviced for moving prior to the arrival of the moving van at your expense.

Moving Day:

- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete.
- Approve and sign the Bill of Lading/Freight Bill. It states the terms and conditions under which your goods are moved and is also your receipt for the shipment. Be sure to sign the declared valuation statement.
- Complete and sign the High-Value Inventory form, whether or not items of extraordinary value are included in the shipment. You also need to sign and date the "Extraordinary (Unusual) Value Article Declaration" box on the Bill of Lading, if applicable to your shipment and make sure the van operator has the exact destination address including phone numbers.

Last-Minute Details:

- Leave your phone connected throughout moving day. After the van leaves and you finish last-minute calls, be sure to pack the phone in one of your suitcases.

Take a last look around:

- Water shut off?
 - Furnace shut off?
 - Light switches turned off?
 - All utilities arranged for disconnection?
 - Windows shut and locked?
 - Old house keys surrendered?
 - Have you left anything
- Be on hand to accept delivery. If you cannot be there personally, be sure you authorize an adult to be your representative to accept delivery and pay the charges for you.
 - When unloading, each piece of furniture will be placed as you direct, including the laying of rugs and setting up of box springs, mattresses and bed frames. However, appliances and/or fixtures will NOT be installed. If possible, place a floor plan of your new home by the entrance, which the movers can use to determine where each piece of furniture should go.
 - Keep all documents pertaining to your move in a safe place. You will need them for verification of moving expenses when you file your federal income tax returns.
 - To prevent possible damage, television sets, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature