

Two months before your move

- Start preparing for your move as soon as possible.
- If your employer is paying for your move obtain all information about the level services the mover will be authorized to perform under your relocation policy.
- Start a calendar with dates to help plan for your move.
- Make a file for your upcoming move to obtain all important records and move related receipts.
- Obtain copies of school records to arrange to have them transferred and check preregistration procedures and schedules for enrolling children in school.
- Obtain all information about your new city.
- Get copies of records from doctors, dentists, veterinarians, lawyers, accountants, etc.
- Prepare car registration and insurance for transfer.
- Obtain forms for voter registration, drivers license and vehicle registration for your new area.
- Contact your homeowner's insurance agent to find out what degree your move is covered make arrangements for property, renters, fire, auto, and medical insurance at your new location.
- Located all vehicle registration and licensing documents for your vehicles
- Check the auto licensing requirements for your destination.
- If you have not found a new residence, obtain a PO Box for forwarding your mail.
- Plan where to spend you last night in your current city and make travel arrangements for you and your family.

One month before your move

- Clean out all closets, Attic, basement & garage etc.
- Create an inventory of your items in your home. Separate out what will be moved items, not moved items, sell, donate or give away. Any donated items fill out a receipt for possible tax deductions. (You can use colored stickers to identify each item and where it is going)
- Decide which items you will move in which you will not.

- Check with your veterinarian about your pets to ensure that your pets are properly inoculated and have appropriate rabies tags.
- Arrange for transportation of your pets, inquire about boarding at either origin or destination location.
- if needed gather valuable personal papers that you may need at your destination including medical, dental, and school records or certificates, insurance policies wills, deeds, stocks, titles, bank statements, tax records etc.
- Make a list of everyone needing to be notified about your move family, friends, creditors, subscriptions, clubs, professionals etc.
- Get a change of address form from the post office it can take up to a month for magazines and other business to adjust their records.
- If possible take pictures or video tape of your belongings, record serial numbers of electronic equipment.
- Start using canned goods, frozen foods and other household items that cannot be moved.
- Review finances one-month advance pay maybe authorized from your employer, check with travel concerning details and other benefits. Be sure of your mode of travel (car, plane) when discussing advanced travel to avoid over or underpayment.
- Notify current utilities gas, phone, electric, water, cable TV, trash collection of disconnect dates & final readings and provide forwarding addresses. if possible keep utilities in service through moving day
- Transfer bank accounts and safe deposit box.
- Do not clean upholstered furniture before the move, moisture could cause mold if your furniture must be placed in storage.
- Send clothing, curtains, draperies and rugs out for cleaning and then leave in wrapping

Two weeks before your move

- Dispose of items that cannot be moved, including flammable liquids, paint thinner bleach, or any other flammable or combustible substances.
- Arrange for someone to help watch children and pets on moving day.
- Drain all oil and gasoline from lawnmower and power tools to be moved.
Pack your suitcases and confirm travel arrangements and reservations for you and your family

One week before your move

- Set aside any items that you do not want moved.(Important paperwork, jewelry, money, passports, car keys, small travel games for children and luggage)
- Defrost freezer and get rid of any perishable food you will not eat about 2-3 days before your pack & load date.
- 1-2 days before your move date, all appliances that require water (refrigerators, washing machines, must be drained.
- Start to pack all luggage and confirm your travel arrangements.

Day of Packing and Moving

- Go through your home with packing team provide any special instructions.
- Review any special packing wishes and items that we require special handling.
- Be sure that you or your designated representative is on hand until all packing and loading is complete, it is your responsibility to ensure that all items have been loaded.
- Conduct a final inspection to ensure nothing was missed before you check and sign the inventory, bill of lading etc.
- Make sure that you have the destination agents name, address and telephone number.
- Reconfirm that all your listed contact information for your transit time is accurate. (Telephone numbers, cell phone numbers, e-mail addresses etc.) Please provide any additional phone numbers of individuals you will stay in contact with during your transit time.

Delivery Day

- Be present or having an authorized representative present during unloading. To accept delivery & check items off the inventory sheet and direct the placement of the furniture.
- Check the condition of your belongings report any damaged or missing items to your destination agent and record them on the inventory list, your destination agent or your move coordinator will review the claims process with you if needed.