

Moving Reminders

It is our goal to make sure that your move is as smooth as it can be for you and your family. Our coordinating staff has used its combined 35 years of coordinating experience to design a checklist that help take the worries out the things you need to handle prior to, during and after the move.

Pre-Move Preparations

Places to Notify:

- Post Office
- Utilities
- Insurance Agents
- Medical Professionals

Make Travel Arrangements:

- Airline Tickets
- Hotel
- Rental Car
- Prepare You Personal Vehicle (if driving)
- Transportation/Kennel Arrangement for Pets

Preparing The Household:

- Obtain Written Appraisal of Antiques
- Drain Fuel From All Machinery
- Drain Oil and Kerosene Lamps
- Collect All Layaway Items
- Collect Items From Dry Cleaners, Gym Locker and Other Alteration, Cleaning or Repair Shops.
- Collect Things Loaned Out to Friends and Neighbors
- Return Borrowed Items (I.E. Library Books)
- Determine How Pets Will Be Contained During Pack/Load Days.
- Fill Out The HVI Form.
- Obtain Parking Permits If Your City Requires
- Create Your Instant Aid Box.
- Drain Overstock of Non-Allowable Items.

WARNING!

When preparing your household items for the move, do not wax or oil wooden antiques or fine wood furniture as some products might soften the wood, making it vulnerable to imprinting from furniture pads.

WARNING!

Do not clean upholstered furniture before moving. Moisture could cause molding if placed into storage.

Make Sure You Fully Understand Movers Paperwork and Your Rights and Responsibilities.

- Know the Extent of the Carrier's Liability.
- Familiarize Yourself With The BOL, Inventory Sheets, and Bingo Sheet.

- ❑ Understand What You Are Signing.
- ❑ Determine How/When To Pay For The Move, IF Applicable.

Minimum of 3 Days Prior To Move

- ❑ Advise your Move Coordinator If You Might Not Complete Any Activity You Advised The Sales Person You Would Perform (I.E. Packing, Disassembly of Exercise Equipment, Swing Set Etc.)
- ❑ Remove All Items From Attic/Crawl Spaces.
- ❑ Notify Mover Of Any Changes In Access To The Property (I.E. Construction, Snow, Flooding, Road Closures.
- ❑ Back-Up Computer Hard Drive.
- ❑ If Shipping A Car With United Van Lines, Make Sure That The Gas Tank Is Down To ¼ Or Less.
- ❑ If Shipping A Car, Make Sure Nothing But The Spare Tire Is In The Car.
- ❑ Start Sorting Out The Items You Are Taking With You.
SUGGESTION: Place these items in a coat closet, bathroom or bathtub and place a note on the door advising the crews not to back anything in that room/area. If you are driving a car to new location, put these items in the car and lock it.
SUGGESTION: Refer to Provided Take-With-Me Inventory to help you with this process.
- ❑ Rinse Out Empty Gas Cans.
- ❑ Empty Charcoal Grill and Rinse Off.
- ❑ Clean Outside Lawn Furniture and Ornaments.
- ❑ Remove All Snow From Driveways and Walkways.
- ❑ Take Batteries From All Battery Powered Items.
- ❑ Empty/Clean Trash Cans & Diaper Pails.
- ❑ Give Your Move Coordinator All Destination Information For You Including Delivery Address And Contact Numbers.
- ❑ Give Your Move Coordinator Any Changes In Closing Date/Time.
REMINDER: New home must be available 8:00 am, 1st day of delivery spread.

Last Minute Check (Day before the move)

- ❑ Are All Items You Need To Take With You Set Aside?
- ❑ Disks Removed From C.D. Players/Other Electronics Prepared?
- ❑ Computer Hard Drive Backed Up?
- ❑ Disconnect all electronics
- ❑ Remove permanently attached items from the walls, ex: mounted tv
- ❑ Toner Cartridges Removed From Printers?
- ❑ Non-Allowable Sorted And Discarded?
- ❑ High Value Form Fully Filled Out?

Packing Day (if applicable)

Arrival: (Before They Begin Packing)

- ❑ Hand Packers HVI Form
- ❑ Go Over Special Care Items With Packers.

Miscellaneous: (As they Are Packing)

- ❑ Notify Coordinator If You Have Not Heard From 3rd Party For Appliances And/Or Crating If Applicable.
- ❑ Clean Refrigerator With Bleach Water, Dry Thoroughly, Unplug 24 Hours Before Loading.

SUGGESTION: Tie plain charcoal or unused coffee grounds in a dark sock and place in refrigerator to absorb excess moisture.

Departure: (Before Signing Their Paperwork)

- ❑ Make Sure All Has Been Packed.
- ❑ Inspect For Property Damage.
- ❑ Report Property Damage On Driver's Copies Of BOL.

Loading Day

Departure: (Before Signing Their Paperwork)

- ❑ Make Sure Everything Has Been Loaded.
- ❑ Inspect For Property Damage.

REMINDER: Maintain copies of your paperwork for the check off at destination as the crews deliver.

Delivery Day

- ❑ Perform Full Check Off Noting Any Missing Boxes On Driver's Paperwork.
- ❑ Inspect For Property Damage.
- ❑ Verify All Things Needing Reassembly Have Been Reassembled.

Post Move

BOXES

Boxes can be removed from your residence for a fee. If you are being transferred by the company in which you are employed this might be part of the moving package they provide. If you are unsure, contact your coordinator.

SURVEY

United Van Line agents are evaluated based on the quality survey reports received from its customers. This is your opportunity to let us know exactly how you felt about each and every team member involved in your relocation.

This checklist is another way our dedicated customer service team helps to remove some of the anxiety associated with moving. If you feel that A-Mrazek Moving Systems fully prepared you for your relocation and keep you informed regardless of the situation, please thank them by filling out the survey and scoring all "10's" in the areas of "Sales and Consultation" and "Move Coordination".