

## Moving Tips and Checklist

### Tips

If you decide to hire a mover **get bids early**, at least six weeks before your preferred move date. The more lead time you give, the more likely the mover can meet your delivery schedule.

Get bids from **at least three movers**. Some will bid based on weight, some on time, and others based upon number of items. Local moves tend to be based upon time and distance, while interstate moves are usually based on weight and distance. Make sure you know how the mover prepares a bid so that you can keep the cost to a minimum.

**Request a guaranteed price.** Your mover may refer to this as a “binding estimate” or “binding cost of service”. This kind of estimate specifies in advance the precise cost of the move based on the services requested. Make sure you know what the estimate covers, i.e., packing, loading, storage en route, unloading, and unpacking. Make sure that the estimate you receive covers all of the services you need, or you may be surprised with a much higher bill on move date.

Use this format to gather information and **compare bids**:

Moving Company Name: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Move Out Dates Available: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Guaranteed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Packing Charge: \$ \_\_\_\_\_

Total Estimated Cost: \$ \_\_\_\_\_ Guaranteed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Items Mover Will Provide:

_____ Planning Help	_____ Repurchase Packing Boxes
_____ Packing Boxes	_____ Disposal of Packing Materials
_____ Packing	_____ Dollies
_____ Unpacking	_____ Storage
_____ Packing Blankets	_____ Damage Coverage
_____ Piano Moving	_____ Damage Coverage Limits

Try not to make your move during the summer. The **summer months are the "peak"** moving season, making it the most expensive time to move. Also, the first and last days of the month are the busiest days of the month, and Friday is the busiest day of the week. Avoiding these days can reduce the mover's charges.

Before asking a mover to give you a bid, tour your house completely top to bottom. **Decide what to move and what to discard.** Make sure you show the mover everything that is to be moved, and clearly identify items that you will move or discard prior to the move.

**Mark each box** with its contents and destination room. That way, you and your mover will know where each box belongs at your new home.

**Dispose of flammables** such as fireworks, cleaning fluids, matches, and aerosol cans. Drain fuel from your power mower and other machinery, and discard partly used cans of oil, paint, bleach, or any substance that may leak. Be sure the water is emptied from your steam iron.

Obtain a **written appraisal** of unique, expensive or antique items to verify the value. Ask the mover how these items are covered under the mover's policies. All articles of "extraordinary value" (usually items having a value of more than \$100 per pound) should be listed on the "High-Value Inventory" form. The best advice is to carry irreplaceable and expensive articles with you, or make other arrangements for their transport.

Wooden antiques and fine wood furniture may require **special handling**. Do not apply wax or oils before moving. Some products may soften the wood and furniture pads could then leave marks.

**Unplug** all television sets 24 hours in advance of a move, if possible, so that they will be at room temperature on moving day. Moving a TV set in which heat is retained could cause internal damage.

If hiring a mover for a long distance move, **make a note** of your shipment registration number. This is usually found in the on your bill of lading. Keep it with you in case you need to call your mover with questions about your shipment.

Understand **when payment is required**. Some movers require that all charges be paid before your shipment is unloaded at your destination. Others do not require payment until unloading is complete. Try to bargain for holding some portion of the charges until your goods are unloaded, then do not pay until you have inspected your goods for damages and to make sure everything has arrived.

Make sure you know the **acceptable method of payment**. If you want charge or use an out of town check, make sure these are okay.

The mover's **obligation to reimburse you for damages** depends upon the mover you deal with. Most movers offer the options of "Full-Value Coverage" or "Depreciated Coverage". The liability of a carrier for loss or damage is based upon the carrier's tariffs, as well as federal laws and regulations. There are certain limitations and exclusions. This means that valuation is not insurance. It is simply a stated liability for damages based upon the applicable tariffs. If you desire protection afforded by an insurance policy, contact your insurance agent about coverage provided by your homeowner or renter's policy.

Most refrigerators, washers, dryers, and other electrical or mechanical **appliances require special servicing** to assure safe transportation. Any moving parts such as motors on major appliances, washer drums, and icemakers may need special attention. Gas appliances should be serviced and disconnected by your local gas utility. After you've thoroughly cleaned and dried the inside of your refrigerator, put a handful of fresh coffee, baking soda or charcoal in a sock or nylon stocking and place it inside to keep the interior smelling fresh. Before packing medicine and toiletry items, make sure that their caps and lids have been tightly secured.

Most movers will not guarantee the safe and healthy arrival of your **pets and plants**. You will likely want to transport these items yourself. Also note that some states prohibit the entry of all plants, while other states will admit plants under certain conditions. Be sure to check the regulations of the state to which you're moving.

**Pack items you know you'll need** (sheets, towels, toiletries, tissues and a change of clothes) in your clothes hamper on moving day and you'll know just where to find them when you arrive.

Pack a box full of **items you will need on arrival**. Toilet paper, telephone, toothpaste and brushes, snacks, coffee and coffee pot, soap, flashlight, screwdriver, pliers, can opener, paper plates, cups and utensils, a couple of pans, and paper towels are some of the essentials you may need upon arrival at your new home. Move this yourself, or ask the mover to load it last so that it will be unloaded at your new home first.

### Checklist

#### **Eight weeks before you move:**

- \_\_\_\_\_ Contact movers for estimates or reserve moving van.
- \_\_\_\_\_ Clean out your attic, basement, storage shed, and other big storage areas.
- \_\_\_\_\_ Start to use up things you can't move, such as frozen foods and cleaning supplies.
- \_\_\_\_\_ Contact the chamber of commerce, your real estate agent or visitor's and tourism bureau in your new community for information on your new city.

#### **Six weeks before you move:**

- \_\_\_\_\_ If you're moving at an employer's request, verify what expenses may be reimbursed.
- \_\_\_\_\_ For out of town moves, contact the IRS or your accountant for information on what moving expenses may be tax-deductible.

\_\_\_\_\_ Inventory and evaluate your possessions to determine if anything can be sold or donated.

\_\_\_\_\_ Locate all auto licensing and registration documents and contact local authorities for information about possible property tax rebate and related information.

\_\_\_\_\_ If some of your goods are to be stored, make the necessary arrangements.

\_\_\_\_\_ Contact schools, doctors, dentists, lawyers and accountants and obtain copies of your personal records or request forwarding to new contacts.

#### **Four weeks before you move:**

\_\_\_\_\_ Make change of address notifications.

\_\_\_\_\_ Arrange special transportation for your pets and plants.

\_\_\_\_\_ Contact utility and related companies (gas, electric, oil, water, telephone, cable TV, and trash collection) to establish service at your new home. Contact current vendors, but remember to keep telephone and utilities on through your moving date

\_\_\_\_\_ Contact insurance companies (auto, homeowner's or renter's, medical, and life) to arrange for coverage in your new home.

\_\_\_\_\_ If you're packing yourself, purchase packing boxes from your local mover. Pack items that you won't need in the next month.

\_\_\_\_\_ Plan a garage sale to sell unneeded items or arrange to donate them to charity.

\_\_\_\_\_ Arrange for transportation of autos you will not drive yourself. Make sure they are ready for the climate in your new home.

\_\_\_\_\_ Transfer all medical prescriptions to a pharmacy in your new location.

#### **Three weeks before you move:**

\_\_\_\_\_ Make sure travel arrangements and reservations are in order.

\_\_\_\_\_ Arrange to close accounts at your local bank and open accounts in your new locale. Don't forget automatic deposit and payment items.

#### **Two weeks before you move:**

\_\_\_\_\_ If moving out of or into a building with elevators, contact the building management to schedule use of the elevators.

\_\_\_\_\_ Contact the moving company to review and confirm the arrangements for your move.

#### **One week before you move:**

\_\_\_\_\_ Withdraw the contents of your safety deposit box, pick up any dry cleaning, return library books and rented videotapes, etc.

\_\_\_\_\_ Take pets to the veterinarian for any needed immunizations. Get copies of pets' veterinary records.

\_\_\_\_\_ Drain gas and oil from power equipment (lawn mowers, snow blowers, etc.).

\_\_\_\_\_ Give away plants not being moved.

\_\_\_\_\_ Prepare specific directions to your new home for your moving company. (Include your itinerary, emergency numbers, etc.).

#### **Two to three days before you move:**

\_\_\_\_\_ Defrost your freezer and refrigerator. Block doors open so they can't accidentally close on pets or children.

\_\_\_\_\_ Disconnect major appliances and prepare for the move. You should request the gas company to disconnect your gas dryer, oven and any other gas appliance

\_\_\_\_\_ Pack a box of personal items that will be needed immediately at your new home. Ask the movers to load this box last or transport it yourself.

\_\_\_\_\_ Set aside those things that you are transporting yourself so that they are not mistakenly loaded by your mover.

\_\_\_\_\_ Contact your mover to confirm arrival time of the moving van.

**Moving Day:**

\_\_\_\_\_ Record all utility meter readings (gas, electric, water).

\_\_\_\_\_ Read your bill of lading and inventory carefully before you sign them.

\_\_\_\_\_ Keep contracts, bills and other moving papers in a safe place until all charges have been paid and all claims have been settled.