



MOVING CHECKLIST

Being prepared for your move is important. Below is a moving checklist of important steps for you to take before, during and after your move. Please review the checklist in its entirety so that there are no surprises in the weeks preceding your move. If you have specific items, including pets, house plants, appliances, etc. ask your agent for guides on how to prepare these items for moving.

SIX TO EIGHT WEEKS BEFORE MOVING DAY

- Call your moving company to schedule a survey date. An agent representative should always conduct a visually survey your home, prior to preparing an estimate. Any United representative, including Holman, will print your moving estimate on site at your home after the survey is complete.
- If your company is paying for your move, review their moving policy so that you know what services your moving company is authorized to perform.
- Decide how much packing you want to do. The moving representative who surveys your home will be happy to discuss packing services with you.
- During the visual survey, show your moving agent everything that will be moved. Any items that you fail to disclose or that are added later to the shipment will increase the cost, even if you have been given a binding estimate.
- Read the "Your Rights and Responsibilities Manual," provided to you by your moving company to make sure you have a clear understanding of each section. If you have questions, your moving agent will be happy to explain.
- Sign the estimate/order for service only after you are sure that you understand each section.
- Keep the phone number, email and name of your sales representative and move coordinator handy in case you have questions.



FOUR TO SIX WEEKS BEFORE MOVING DAY

- Notify the post office that you are moving. An online Change of Address form is available on the United States Postal Service Website.
- Prepare a list of friends, relatives, businesses and others who should be notified of your move. The following checklist will be helpful:

Utilities

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

Professional Services

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

Government Offices

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

Personal Accounts

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

Publications

- ___ Newspapers
- ___ Magazines
- ___ Newsletters
- ___ Professional Journals

- If you need to dispose of unwanted items, have a garage sale or set up an online auction. You can also donate unwanted clothing or household goods to charity. Obtain the necessary receipts for possibly tax deductions.
- Begin to use supplies of canned goods, frozen foods and other household items. Only buy what you can use prior to moving. If you have excess items, donate them to a food bank.
- Decide what you want to do with your houseplants. We can't safely move your plants because they may suffer from lack of water and light, as well as extreme temperature changes while in the van. If you don't take your houseplants, consider giving them to friends or relatives, hospitals, schools or include them in your garage sale.
- If you decide to take your houseplants, ask your agent for a copy of "Moving with Houseplants," or review the online version in our moving guide. The guide includes a checklist specifically for plants – review it and plan accordingly.

TWO OR THREE WEEKS BEFORE MOVING DAY

Working with the Mover:

- Notify your agent 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 the 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 and delivery points.
- If your car is being moved, be prepared to drive it to a suitable loading site. Also, be prepared to pick up your car at a suitable destination location.

Preparing the Family:

- Federal law requires that you dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons. Drain fuel from your power mower and any 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 leak. Please read the complete list of non-allowables.
- Discard any propane tanks.
- Set an appointment with a service technician to prepare your major appliances for shipment – or have your agent send someone out who is authorized to perform this service. Ask your agent for a copy of “Moving with Appliances,” or review the online version in our moving guide.
- 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.

ONE TO TWO WEEKS BEFORE MOVING DAY

Pet and Plants

- Make sure you are following the checklist in the “Moving with Plants,” guide. There are suggestions for the timing of inspections and preparation of houseplants for moving in the guide.
- Take your pets to the veterinarian. Most states require health certificates and rabies inoculations. See that identification and rabies tags are securely attach to your pets collar.
- Arrange for transportation of pets. Take them in the car or send via air. Consider boarding pets either at your destination or a kennel near your current home until you are settled in your new city. Ask your agent for a “Moving with Pets,” guide book or review it online on our Moving Guide page.

Other Moving Details

- Collect all items that are being cleaned, stored or repaired (clothing, furs, shoes, watches, etc.)
- Empty your locker at your gym, club, etc.
- Return any library books and anything borrowed from friends or neighbors. Collect things that you may have loaned.

DAY BEFORE MOVING DAY

Working with Packers

- Point out any extra-fragile items that need 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 destination.
- If you are doing your own packing, make sure everything is ready to go before moving day. Upon arrival, the van operator will check to see if boxes have been properly packed.
- Collect things you definitely want to have packed together, such as children’s toys, and place them in separate groups.
- Unplug electric appliances 24 hours in advance of a move, except plasma televisions, so that they will be at room temperature on moving day. This included home computers, stereos and any A/V equipment.
- Check closets, cabinets and storage lockers for any articles overlooked.
- Be on hand when the service representative arrives to prepare your appliances for shipment.
- It is your responsibility to see that all mechanical and electrical equipment is properly serviced for shipping prior to the arrival of the moving van at your expense. If you have an article that hasn’t been serviced, the driver may load and haul it but will mark it as “not serviced” on the inventory form.

MOVING DAY

Working with the Mover

- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete. After making the final tour of the house, check and sign the inventory sheet. Get your copy from the driver and keep it.
- Approve and sign the **Bill of Lading/Freight Bill**. It states the terms and conditions under which your goods are approved and is also your receipt for shipment. Be sure to complete and 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 will also need to sign and date the "Extraordinary (Unusual) Article Declaration," box on the Bill of Lading, if applicable to your shipment.
- Make sure the driver has the exact destination address. Be sure to let the driver know how you can be reached, including phone numbers, pending the arrival of your household goods.

After the Movers Have Left

- It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete. After making the final tour of the house, check and sign the inventory sheet. Get your copy from the driver and keep it.

DAY BEFORE MOVING DAY

Working with Packers

- Take a last look around:
 - ___ Is the 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?

DELIVERY DAY

Working with the Mover

- Be on hand to accept delivery. If you cannot be there personally, be sure you authorize an adult to be your representative to accept deliver and pay for charges.
- On the day of delivery, the driver will attempt to contact you by phone and/or will make an appearance at residence if he is unable to reach you. If you are unable to accept delivery of your shipment within the free waiting time after notification of arrival at destination, you may request waiting tim until delivery can be made.
- Check your household goods as they are unloaded. If there is a change in the condition of the property from that noted on the inventory form at the time of loading, or if there are any items missing, note discrepancies on the van operator's copy of the inventory sheet. By signing the inventory sheet, you are acknowledging receipt of all items listed. Personally report any loss or damage to the agent and/or move coordinator.
- When unloading, each piece of furniture will be placed as you direct, including the laying of rugs and setting up any beds disassembled at origin. However, mattresses will not be unpacked and appliances will not be installed. At your request and at an addition charge, you move coordinator can arrange for this service. The mover is not obligated to rearrange your furniture.
- Place a floor plan of your new home by the entrance to help movers determine where each piece of furniture should go.
- Keep all documents pertaining to your moving in safe place. You will need them for verification of moving expenses when you file your federal income tax returns.
- To prevent possibly damage, television sets, electronic equipment and major appliances should not be used for 24 hours after delivery as they need to adjust to room temperature.

ONE WEEK AFTER MOVE

- Check in with your post office for any mail being held and ask for delivery to start.
- Check state and local requirements for auto registration and a driver's license.
- You may want to select an attorney to discuss laws that pertain to your destination state, county and/or city. Be sure to cover such matters as wills, transfers of property and investments, insurance regulations, inheritance laws, taxes, etc. Most laws affect a family as soon as residence in the new state and city is established.