

MOVE COUNTDOWN: KEEPING YOUR MOVE IN CHECK

relax.
we carry
the
load.SM

Your personal relocation checklist

Five weeks before moving day:

5

- Contact Allied to make arrangements for moving day.
- Remove items from your attic, basement and all storage areas.
- Start using things you can't move such as frozen foods and cleaning supplies.
- Contact the Chamber of Commerce in your new city for local information.
- If moving at an employer's request, verify which expenses/responsibilities are covered and which are yours.
- Contact the IRS and/or your accountant for information on tax-deductible moving expenses.

- Begin to inventory and evaluate your possessions. What can be sold? Donated? Tossed?
- Make a list of everyone you need to notify about your move: friends, professionals, creditors, subscriptions, etc.
- Locate all auto licensing and registration documents.
- If some belongings are to be stored, make the necessary arrangements now. (Your Personal Relocation Consultant can help.)
- Contact schools, doctors, dentists, lawyers and accountants and obtain copies of your personal records. Ask for referrals where possible.



Four weeks before:

4

- Obtain a change-of-address kit from the post office, fill out the cards and return.
- Arrange special transport for your pets and plants.
- Contact service companies (gas, electric, oil, water, telephone, cable TV and trash collection) to disconnect/connect services at your old and new addresses. However, be sure to keep your phone and utilities connected through moving day.

- Contact insurance companies (auto, homeowners or renters, medical and life) to arrange for coverage changes in your new location.
- If you're packing yourself, stop by your Allied agent to purchase materials. Pack items that won't be needed in the next month.
- Plan a garage sale to help lighten the load.



Three weeks before:

3

- Make travel arrangements and hotel reservations for your moving trip. However, don't make plane reservations for the same day that you're moving. House closings are often delayed, and other unexpected situations often arise.

- Collect important papers (insurance, will, deeds, stock, etc.)
- Arrange to close accounts in your local bank and open accounts in your new city.

Two weeks before:

2

- Have your car serviced for the trip.
- If you're moving out of or into a building with elevators, schedule use of the elevators on moving day.

- You may need to obtain a street permit for the moving van. Check with your current and new local municipalities.
- Contact your Personal Relocation Consultant to review and confirm all arrangements for your move.

One week before:

1



- Settle any outstanding accounts with local merchants.
- Withdraw contents of any safety deposit boxes, pick up dry cleaning, return library books and rented video tapes or DVDs.
- Take pets to the veterinarian for needed immunizations. Get copies of pet records. If flying with your pet, be sure to obtain the required travel health certificate from your vet.
- Drain gas and oil from power equipment (lawn mowers, leaf and snow blowers, etc.).
- Give away plants you can't take with you.
- Prepare specific directions to your new home for your moving company (including your itinerary, emergency phone numbers, etc.)
- Defrost your refrigerator and freezer.
- Have your major appliances disconnected and prepared for the move. (Your Personal Relocation Consultant can make arrangements for a third party to provide these services.)
- Organize and set aside things that you're taking with you (including a box of personal items you'll need immediately upon arrival) so that they don't get loaded on the van by mistake.
- Contact your Personal Relocation Consultant to confirm arrival time of the moving van, as well as to communicate any last minute details.

Moving Day

0

- Make sure that someone responsible is at home to answer questions.
- Record all utility meter readings (gas, electric, water).
- Make special arrangements for pets and small children to keep them safe on moving day.
- Read your Bill of Lading and inventory record carefully before you sign them. Keep these – and all related papers – in a safe location until all charges have been paid and all claims, if any, have been settled.
- Get driver contact info.

Upon Arrival

- If you haven't already done so, call your booking agent to confirm final delivery arrangements.
- Unless previous arrangements have been made, the driver must, by law, collect payment (cash, approved credit card, certified, cashier's, or traveler's checks or money orders) for your move before unloading. Personal checks are not accepted.
- Have a floor plan drawn out or in mind to expedite the unloading process.
- Driver and crew will re-assemble any items that they disassembled at the point of origin.
- Check off items from the inventory as they are unloaded, noting their condition. If an item appears to have been damaged or is missing, make a note on the inventory record and notify your destination agent.
- If you have contracted for unpacking services, your booking agent will arrange these services at time of delivery.

