Moving Planner

Company: _____

Ph. _____ Fax. _____

Email: _____

My New Address: _____

_____

I Leave: _____

I Arrive: _____

Notes

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Two to Three Months Before Moving Day

- ☐ Contact **AMS** and arrange for an on-site survey.
- ☐ Decide when you want to move.
- ☐ Before the survey, go through your home and decide which items will be moved.
- ☐ Dispose of any unwanted household belongings. Some options for this:
  - Hold a garage sale.
  - Donate items to charity.
  - If you have books or videos, call your local library to see if they will accept donated books.
  - Sell your unwanted appliances by placing ads in newspapers.
  - Advertise your unwanted items on an Internet auction site, such as eBay.
  - Dispose of any hazardous materials or any item which can not be moved (see "Prohibited Items").
- ☐ Decide if you will be doing some of the packing.
- ☐ **AMS** provides professional packing services. However, if you decide to pack yourself, you can purchase boxes and packing material from **AMS**. The cost of these materials and any delivery charges will be added to your Bill of Lading.
- ☐ Begin packing items you will not be using over the next few months.
- ☐ During the survey, show our representative everything to be moved. (Note: if you add items or services after the survey is performed, your final charges will be more even with a binding estimate.)
- ☐ If you plan to have **AMS** pack some of your belongings, make sure you specify those items during the survey.
- ☐ Point out any items you feel may need special services (i.e., pool tables, waterbeds, etc.).
- ☐ Discuss your valuation protection options with your representative.
- ☐ Obtain and read the booklet, "Your Rights and Responsibilities When You Move." If you do not understand any portion of this booklet, see your representative.

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- ☐ Review your Estimate/Order for Service carefully. Sign and date the document.
- ☐ If you have children, make sure they are aware of your move. Make them feel a part of the process. For more information and suggestions, read our Moving Guide, "Moving with Children."
- ☐ If you have a pet, see your veterinarian for the best way to transport them.

One or Two Months Before Moving Day

- ☐ Begin notifying companies and individuals about your upcoming move (see "Spread the Word").
- ☐ Use up your canned goods, frozen foods, perishables and other items. Only purchase the items that you'll need prior to moving.
- ☐ Continue packing non-essential items. Continue working on your valued inventory.

Two to Three Weeks Before Moving Day

- ☐ your **AMS**' representative aware of any changes to the items you are moving and/or packing.
- ☐ Confirm all dates relating to your move.
- ☐ Transfer all prescriptions to a pharmacy in your new city.
- ☐ Contact your financial institutions and find out how to transfer your accounts. Clear out your safety deposit box.
- ☐ Disassemble and disconnect your computer, stereos and other electrical equipment.
- ☐ Drain your lawn mower, snow blower and any other power appliances and tools of any gas and oil.
- ☐ If you are moving out of an apartment building, check with your building manager to determine whether it is necessary to reserve, or obtain permission to tie up elevators, loading docks or a parking space for the move.
- ☐ Contact a service provider to disconnect and prepare appliances for shipment.
- ☐ Contact utilities and other service companies to set up services in your new city.

One Week Before Moving

- ☐ Identify and separate any items you are taking with you (instead of putting them on the moving van).
- ☐ Go through your entire home to make sure everything is accounted for. Don't forget your attic, basement, garage and any outside structures.
- ☐ Remove all items from your attic if it is reachable only by means of a ladder or folding stairway. Our crews can only remove items from walk-in attics or those reached by permanent stairways. The attic must also have a safe, permanent floor.
- ☐ Empty, defrost and clean your appliances. Leave open so that they dry completely.
- ☐ Pack all items you will need while your belongings are in transit.

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- ☐ Verify any travel arrangements you have made for you and your family.
- ☐ Verify your payment arrangements with your **AMS**' representative. Also confirm all addresses and telephone numbers.
- ☐ If you have hired **AMS** to pack for you, make sure you are present throughout the process. Identify to the packers any items for which you want special attention.

Day Prior to Moving Day

- ☐ Finish packing your "first night box" and mark it "OPEN IMMEDIATELY." Plan on taking the box of items you will need as soon as you arrive at your new home with you, or plan on notifying the driver that you'll need the box upon arrival.
- ☐ Gather all items you are carrying with you (i.e., valuables, jewelry, irreplaceable items, etc.).
- ☐ Confirm that all boxes are packed correctly and marked correctly with your name, the room the box came from and the contents.
- ☐ Make sure any items that are permanently fixed to walls or ceilings (i.e., curtain and drapery hardware, lighting fixtures, chandeliers, ceiling fans, etc.) are removed. Our crews are not permitted to detach these items.
- ☐ If you are moving a vehicle:
  - Make sure the fuel level is between ¼ and ½ full.
  - Do not pack anything inside the vehicle.
  - Wash your vehicle prior to shipment.

Moving Day

- ☐ If there is snow or ice on the paths the movers must use, please clear it off to the best of your ability. If this is not possible, please salt or sand these paths.
- ☐ Make sure that you are present throughout the loading process to answer any questions the movers have and to give directions. If you cannot be there, make sure someone you trust is there to act as your representative. Make sure the driver has the name and address of the person you choose.
- ☐ Accompany the driver and crew leader as they perform inventory and complete the inventory forms. Make sure that the condition of your belongings is recorded correctly on the forms.
- ☐ If you are moving a vehicle, make sure you get the keys from the driver or crew leader before the truck departs. You may want to give the driver an extra set of keys, if you have them available.
- ☐ Be present when your belongings are loaded on the van.
- ☐ Prior to the movers leaving, have the driver or crew leader accompany you on a final tour of your old home. Make sure that nothing is overlooked.
- ☐ Recheck all water lines where your washer and/or ice maker were disconnected to verify nothing is leaking.
- ☐ Sign and date the inventory forms and Bill of Lading. Verify that your new address and phone number (especially where you can be reached while your belongings are in transit) are correct on the Bill of Lading. Make sure you get copies of each form.
- ☐ If needed, give the driver directions to your new home.

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- ☐ Do any last minute cleaning needed. Lock all the windows and doors and turn off all switches.

Delivery Day

- ☐ If you are moving into an apartment complex, you may have to reserve an elevator, loading dock or parking space for the moving truck. Check with your building manager.
- ☐ The driver will attempt to contact you by phone or, if he or she is unable to reach you, will appear at the address you gave of your new home. If you cannot be contacted within a reasonable amount of time, your household goods will be placed in storage. You will be responsible for any additional charges related to the storage and later delivery of your belongings.
- ☐ Make sure you are at your new home when your belongings are delivered. If you cannot be there, make sure someone you trust is there. You must inform the driver of the name of the person you have authorized to act as your representative.
- ☐ You must pay the driver before unloading begins (see "Paying For My Move"). Personal checks cannot be accepted.
- ☐ Supervise unloading and unpacking. As items are brought into your home, you must check them off of the inventory forms. If there is damage to any item or if an item is missing, make a notation on the inventory form. Let the movers know in which room each item belongs. Your movers are responsible for:
  - Laying rugs.
  - Placing each piece of furniture where you request it.
  - Setting up bed frames, mattresses and box springs.
  - Removing the furniture pads used to protect your belongings. They cannot leave these items behind.
- ☐ The movers are not responsible for filling waterbeds or installing/attaching any appliances and/or fixtures.
- ☐ We strongly recommend that electrical equipment, including TV's and computer equipment, and major appliances not be used until they adjust to room temperature (approximately 24 hours). In addition, you should be prepared to replace washing machine hoses if they are not in good condition. At a minimum, you should replace the rubber washers inside the hoses to prevent leaks.
- ☐ If you have paid for unpacking, the movers will take items out of cartons and remove the unpacked cartons. Unpacking does not include putting items in drawers or cabinets.
- ☐ Once unloading is complete, carefully review the inventory forms to make sure all items are accounted for. Sign and date the inventory forms, and make sure you receive your copy of the forms. Signing the inventories acknowledges that you have received all of your possessions and you agree with the condition of the items delivered.

Always make sure you stay in touch with your **AMS** representative and keep copies of all important documents with you at all times.

Welcome to your new home!

ATLANTIC MOVING & STORAGE

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