

MOVING TIPS & CHECK LIST

TIME LINE - Two Months before Moving Day

- Call Molloy Bros. and set a date for the visual survey in your home for an estimated cost of services. It is best to get at least three estimates. Reputable moving companies require a visual inspection of the items to be moved and quote based on cubic feet & weight.
- Is your company paying for your move? Is so, refer to their moving policy to determine the services the mover will be authorized to perform.
- Decide if you want to do any of the packing -- or will you have it done by our experienced packers?
- Show the chosen mover (Molloy Bros.!) everything that is going to be moved. Any items 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.
- Be sure to keep the phone number of your move coordinator & salesperson in a convenient location.

TIME LINE - One Month to 6 Weeks Before Moving Day

Businesses & People to Notify:

- Notify the post office that you are moving. An online Change of Address form is available on the [United States Postal Service Web site](#).
- Utility Companies: Electric, Gas, Water, Telephone, Sewer District, Trash, Cable/Satellite, Fuel, Sewer District.
- Personal Accounts: Pharmacy, Dry Cleaner, Lawn Service, Bank/Finance Companies, Credit Card Companies, Auto Finance, Gym/Health Club.
- Professional Services: Doctor, Dentist, Accountant, Lawyer, Broker, Insurance Agency
- Journals/Government: Newspaper, Magazines, Journals, Department of Motor Vehicle, Social Security Administration, State/Federal Tax Bureaus.

Miscellaneous:

- Do you really need it? Have a "garage sale" to dispose of unwanted items.
- Donate unwanted clothing or household goods to charitable organizations.
- Begin to use up supplies of canned goods, frozen foods and other household items.
- Don' forget to return library books, empty out gym lockers, & pick up any items being repaired.

TIME LINE - Two to Three Weeks Before Moving Day

Preparing Household Items:

- ❑ Federal law requires that you dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, ammunition, and poisons such as weed killer. Drain fuel from your power mower and other machinery. Discard partly used cans of oil, paint, thinner, bleach, propane tanks for barbecue grills, or any other substances that may be flammable or combustible or those stored in containers that may leak. Please read our list of **What Not To Pack**.
- ❑ Set an appointment with a service technician to prepare your major appliances for shipment — or have your mover send someone out who is authorized to perform this service.
- ❑ Set a date for having utilities disconnected. If possible, plan to keep utilities in service through moving day.
- ❑ Have rugs and draperies cleaned. Leave both wrapped when they are returned from the cleaners. Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture must be placed in storage.
- ❑ 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.

TIME LINE - One to Two Weeks Before Moving Day

Pet and Plants:

- ❑ Decide what to do with houseplants. Plants usually cannot be safely moved due to lack of water and light as well as probable temperature changes while in the van.
- ❑ Arrange for your pet's transportation and be sure their vaccinations are up to date.

TIME LINE – Day Before Moving Day

Working with the Packers:

- ❑ Point out to the packers any extra-fragile items needing 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 packed together and place them in separate groups.
- ❑ Unplug all electronic appliances 24 hours in advance of a move, except plasma televisions, so that they will be at room temperature on moving day. This includes home computers, stereos, and audio/video equipment.

Last Minute Details:

- ❑ 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 failed to have an article serviced, the van operator may load and haul it but will mark the inventory sheet "Not Serviced."

TIME LINE – Moving Day

Working with the Mover:

- ❑ Because it is your responsibility to see that all of your goods are loaded, remain on the premises until loading is complete. After making a final tour of the house, check and sign the inventory. Get your copy from the van operator and keep it.
- ❑ Approve and sign the **Bill of Lading/Freight Bill**. It states the terms and conditions under which your goods are moved and is also your receipt for the 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 also need to sign and date the "Extraordinary (Unusual) Value Article Declaration" box on the Bill of Lading, if applicable to your shipment.
- ❑ Make sure the van operator has the exact destination address. Be sure to let the van operator know how you can be reached, including phone numbers, pending the arrival of your household goods.
- ❑ Before you leave, take a last look around to be sure that the water is turned off, furnace & air-conditioner are turned off, lights turned off, windows shut & locked, have you left anything?

TIME LINE – 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 delivery and pay the charges for you.
- ❑ On the day of delivery, the van operator 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 (i.e., two hours) after notification of arrival at destination, you may request waiting time 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 at the time of loading or if any items are 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 your salesperson 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 and/or fixtures will NOT be installed. At your request and at an additional charge, your salesperson or 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, which the movers can use to determine where each piece of furniture should go.
- ❑ Keep all documents pertaining to your move in a safe place. You will need them for verification of moving expenses when you file your federal income tax returns.
- ❑ To prevent possible damage, television sets, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature.