

**TASK****NOTES****8 WEEKS OUT**

Create a “move file” to keep track of quotes, receipts, and other important information.

Obtain written estimates from three qualified movers.

Review the U.S. Department of Transportation’s *Your Rights and Responsibilities When You Move* (available online).

For long distance (interstate) moves, confirm that the mover is registered with the FMCSA and has a U.S. DOT number.

**7 WEEKS OUT**

Plan how you will transport items that your mover cannot move (e.g., jewelry, legal documents, plants).

Decide what items you will move, and what you will sell, donate, or discard.

Plan a garage sale or post your items for sale online (e.g., Craigslist or eBay).

Start using up items that can’t be moved such as frozen foods, household cleaners, and solvents.

Contact your insurance agent to see what changes you may need to your policies.

**6 WEEKS OUT**

If you’re packing yourself, purchase boxes and moving supplies, and start packing items you don’t use often.

Clearly label each box with its contents and the room it is destined for.

Book your move, if you haven’t done so already.

Purchase valuation coverage for your belongings, via your sales consultant or move coordinator.

File a change of address with the U.S. Postal Service (online or in person).

**4-5 WEEKS OUT**

Notify utility services both at your old and new locations (water, electric, cable, phone, etc.).

Make travel arrangements for your pets.

Put copies of pet medical and immunization records in your move file.

Dispose of flammables, corrosives, and poisons, and review the complete “What Not to Pack” list.

**TASK****NOTES****2-3 WEEKS OUT**

Fill prescriptions you will need during the move.

Notify professional and personal service providers, government offices, and accounts about your move.

Confirm travel arrangements for pets and family.

Plan meals to use up perishable food.

**1 WEEK OUT**

Not finished packing? Your move coordinator can arrange for help.

Pack a box of essentials and “first night” items to keep with you during the move.

Drain gas and oil from lawn equipment, heaters, etc.

Empty, defrost, and clean your refrigerator/freezer at least 48 hours before the move.

**0 MOVING DAY**

Be present to answer questions and give directions to the movers. Stay until they are finished.

Accompany the movers as they inventory your belongings and clarify the condition of items being moved.

Carefully read all documents (e.g., order for service, bill of lading) before you sign them.

Keep the bill of lading until your goods are delivered, the charges are paid, and any claims are settled.

Before the moving truck departs, check all rooms and closets to ensure nothing has been left behind.

Give the driver your mobile number and email, and ensure he has the correct destination address.

**0 DELIVERY DAY**

Be present to answer questions, supervise the placement of your boxes, and check off items as the crew unloads the truck.

You will be required to pay in full, according to the terms of your agreement, prior to your goods being unloaded from the truck.

If items appear damaged or missing, note this on the inventory list before you sign any documents.

**AFTER THE MOVE**

You'll receive a customer satisfaction survey via email. Your feedback is important so we can continuously improve!

Keep all receipts and documents in your move file and store it in an easy-to-remember location.

In the unlikely event of damaged or missing items, contact your move coordinator as soon as possible to file a formal claim. For local moves within DC/VA/MD, submit claims within 10 days of your move. For long distance moves, submit claims within nine months.