

## Your Moving Checklist from Mayflower

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### Week 8

#### Schedule an in-home estimate

- Schedule your appointment for a Mayflower agent to visit your home and prepare a written estimate for your personalized move plan.
- Is your company paying for the move? If so, refer to their policy to determine the moving services the mover will be authorized to perform.
- Need help with packing? Moving a car? Your salesperson will discuss our variety of moving services in case you need extra help.
- Make sure to show the agent everything that is going to be moved, including the items in your yard, garage, attic and any offsite storage facility.
- Check out MyMayflower; your personalized move planner. You can view your move documents, get tools and tips, plus much more!

### Week 7

#### Sign your estimate and book your move

- Sign the Estimate/Order for Service after you are sure you have a clear understanding of each section.
- Make sure you read the “Your Rights and Responsibilities” brochure; this will be provided by Mayflower prior to your move.
- Lock in your move out date and confirm your plan when you officially book your move.
- Keep the phone number and name of your move coordinator handy; feel free to ask questions or request more moving tips.

### Week 6

#### Change your address

- Begin notifying others that you are moving; the post office is a good place to start. An online change of address form is available on the United States Postal Service website.
- Change your address with your banks, insurance providers, credit cards and magazine subscriptions.
- Update your information with doctors, lawyers, accountants and any other professional services.

### Week 5

#### Give away, sell or toss anything you do not need

- Go through every room in your house to sort through what will move with you and what will not.
- Have extra stuff? Organize a garage or online sale to get rid of anything you won't be taking with you.
- Donate any unwanted clothing, furniture or other household goods (pots, pans, dishes, bedding, etc.) to your favorite charities in town. Don't forget to grab receipts showing the items' approximate value for possible tax deductions.
- Buy only the food you will need up until move day. Clean out your cupboards and donate or remove any perishable items you will not need prior to the big day.
- Start to use up items like household cleaners, rolls of paper towels, etc.
- Toss or recycle anything that can't be donated, sold or gifted. Keep in mind there might be a limit as to what you can put at the curb each week.

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## Week 4

### Check in with your move coordinator

- ❑ Was your garage sale a big success? Donate more than you planned? Notify your move coordinator if you add or subtract items from your planned move or if there are any changes in dates.
- ❑ Be sure your move coordinator has 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 or delivery points.
- ❑ If your car is being moved, be prepared to drive it to the loading site for auto transport. Also be prepared to pick up your car at your destination location.

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## Week 3

### Inform your friends and family

- ❑ Make sure the important people in your life know about your move and how to stay in touch with you.
- ❑ Start scheduling any goodbye parties or farewell stops.
- ❑ If you have children, start preparing them for the transition. Give them time to say goodbye to important people and places.

### Confirm your travel plans

- ❑ If you are driving to your new home, get your car tuned and ready for the trip.
- ❑ If you are flying, make sure you book your air travel and any other necessary transportation.
- ❑ Book any hotels or stops you'll need to make along the way.
- ❑ Consider what items you'll need for the trip and for your first night in your new home. Set them aside so they don't accidentally get packed.

### Start packing

- ❑ If you're packing yourself, get a head start now so you aren't overwhelmed at the last minute. Books, out of season clothes and decorative items are a great place to start.
- ❑ Read our packing tips and plan your approach.

### Preparing your household

- ❑ Send rugs and draperies out for cleaning. Leave them wrapped for transit once they are returned.
- ❑ Have any antiques or high-end items appraised in writing before the move. Find receipts for any big ticket items and keep them with you, just in case.
- ❑ Prepare a "Load Last" box with any essentials needed on your first night in your new home. Pack things like bottled water, paper towels, soap, first aid kit and anything else you may need. This box will be last box loaded and the first box unloaded during your move.
- ❑ Dispose of any flammables, fireworks, cleaning fluids, matches, ammunitions or poisons. Check our full list of non-allowables before you go.
- ❑ Schedule an appointment with a service technician to prepare any major appliances for the move; your Mayflower moving coordinator can arrange for this service.
- ❑ Drain fuel from your power mower and discard or recycle the propane tank on your grill.
- ❑ Confirm the date that all of your utilities will be disconnected.

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## Week 2

### Plan for your pets

- ❑ Make sure you have made travel plans for your pets. If you need to board them or leave them with friends, confirm those plans now.
- ❑ Take your pets to the vet and ensure you have any required health certificates or inoculations — every state has different requirements.

### Finish your errands

- ❑ Pick up anything you had cleaned, stored or repaired.
- ❑ Empty your locker at the club or gym.
- ❑ Return anything you have borrowed from friends or neighbors.

### Go back and double check this list!

- ❑ Make sure you have not forgotten any of the critical items.
- ❑ Have you packed or gotten rid of everything that's not moving?
- ❑ Have you confirmed all the details with your move coordinator?

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## Week 1

### Last minute details

- Make sure that all mechanical and electrical equipment is properly serviced for shipping prior to the arrival of the moving truck. As always, reach out to your move coordinator with any questions.
- Be on-hand when the service representative arrives to prepare your appliances for shipment.

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## Day before moving day

### Preparation is key

- Identify any extra-fragile items needing special attention. If certain items should not be packed or moved, mark them appropriately.
- Label any items or boxes you will want first when the truck arrives at your new home (valuables, electronics, etc.).
- 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.
- If Mayflower is helping you pack, collect things you definitely want packed together, such as children's toys and place 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.

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## Moving day

### Make the big day go smoothly

- Make it a point to be on hand to see that all of your goods are loaded; remain close by until loading is complete. After making a final tour of the house, check and sign the inventory list. Be sure to get your copy from the van operator and keep it safe.
- Check in with your move coordinator and ask any remaining questions about your moving services.
- There will be some necessary paperwork on the big day:
  - High-Value Inventory Form:** complete and sign stating whether or not items of extraordinary value are included in the shipment.
  - Bill of Lading/Freight Bill:** states the terms and conditions under which your goods are moved and is also your receipt for the shipment.
  - Extraordinary (Unusual) Value Article Declaration:** If applicable, check this box on the Bill of Lading.
- Give the van operator the exact destination address.
- Be sure to let the van operator know how you can be reached pending the arrival of your belongings.

### Take a last look around

- Water shut off?
- Furnace and air conditioner shut off?
- Light switches turned off?
- All utilities arranged for disconnection with service providers?
- Windows shut and locked?
- Old house keys and garage door openers surrendered?
- Have you left anything?

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## Delivery day

- ❑ Be on hand to accept delivery. If you cannot be there personally, be sure to authorize an adult to be your representative to accept delivery and pay the moving charges for you.
- ❑ On the day of delivery, the van operator will attempt to contact you by phone and/or will stop by your new home if he/she is unable to reach you. If you or an authorized individual cannot accept delivery of your belongings within the free waiting time (i.e., two hours) you may request additional waiting time (for an additional cost) until the delivery can be made.
- ❑ Check your household goods as they are unloaded. If you notice any damage or that something is missing, personally report it to your salesperson or move coordinator. If there is any change in the condition of your property from what is noted on the inventory list, note discrepancies on the van operator's copy of the inventory. By signing the inventory, you are acknowledging receipt of all items listed.
- ❑ When unloading, each piece of furniture will be placed as you direct. If you would like your mattresses to be unpacked or appliances installed, check with your salesperson or move coordinator beforehand. They can help you arrange for this additional moving service.
- ❑ It always helps to have a guide. Place a floor plan of your new home by the entrance so the movers can determine where each piece of furniture should go.
- ❑ Keep all your moving 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 any possible damage, leave appliances and electronics turned off for about 24 hours while they adjust to new room temperatures.

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## Settling in: One week after move

- ❑ It is time to make it official! Check in with your new post office for any mail being held and ask for delivery to begin.
- ❑ 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 is established in the new state and city.