



MOVING TIPS

Here are some valuable tips to help make your relocation successful:

1. If your employer is moving you, read your relocation policy and familiarize yourself with the benefits provided.
2. If you plan to downsize your belongings or make notable changes after your survey, please let us know so we can adjust your move plan and estimated costs accordingly or schedule a re-survey if needed.
3. Get organized now. Do not wait until the last minute. Make lists of things you need to do and when. **See our Move Timeline Guide for assistance with planning.**
4. Make sure you are ready for the packers and movers. Do not forget to do all of the laundry, wash all of the dishes, pack your suitcases, disconnect computers, stereos and electronics. Label and place all the cords and remote controls in a safe place, so they can be packed together. Disconnecting, dismantling and remounting electronics are your responsibility unless we've arranged a specialty company to provide this service for you.
5. Moving is an emotional time, especially for children. Making them part of the process will help them deal with the changes more easily. **For additional child care tips, see our Special Care Guide.**
6. Make arrangements for plants and pets - we cannot move them. If you need pet relocation, we can refer you to one of our preferred vendors who offers this specialty service. **For additional plant and pet tips, see our Special Care Guide.**
7. Set aside those items that you will be taking with you on your trip and clearly mark them as DO NOT PACK. These should include: keys, medications, financial documents, shot records, passports, etc.
8. Designate one drawer of a dresser for sheets and towels so that you will not have to rummage through boxes for these essentials the first night in your new home.
9. Prior to move day, drain the gas and oil from your power equipment (lawnmower, edger, snow blower, etc.).
10. Schedule house cleaning and other home services for the day **following** loading. This will help eliminate undue stress of multiple providers in your home at the same time.
11. Make your travel arrangements for the day after loading. In case of weather delays or other unforeseen problems, you would not want to miss a flight or other travel-related appointments.
12. Before the moving van leaves for your destination, give the driver and your Relocation Coordinator phone numbers where you can be reached. It is also a good idea to get the driver's cell phone number.
13. All electronic equipment and major appliances need 24 hours to acclimate to room temperature after delivery. These items should not be used during this time. Failure to wait may result in possible damage.
14. Make a written diagram of where the furniture is to be placed in each room. This will help the driver as well as make the delivery process smoother.
15. If damage to your goods occurs during your relocation, please notify your Relocation Coordinator immediately. Varying timelines apply for filing a claim. **Written documentation on paperwork does not constitute initiating the claims process.**

