

4 weeks before moving

- Before your moving estimate, decide which items you'll pack, and which you'd like DMS to pack. Also specify which items will be moving and which ones will be staying.
- Tour your house and decide which items should be discarded or donated to charity. Moving items that are not needed causes unnecessary charges for your move.
- Consider a moving sale to discard unwanted items.
- Make travel arrangements for your scheduled relocation, we encourage you to be present for the packing, loading and delivery as to make sure you are satisfied every step of the way.
- Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions and request medical and dental records.
- Check homeowner's insurance policies to see if moving is covered. Be sure your new home is protected by transferring fire, theft and other personal property insurance.
- Arrange transfer of school records.
- Transfer personal insurance records.
- Check your attic for hidden items that may need to be moved.
- If moving from an apartment, notify landlord and request apartment deposit back.

3 weeks before moving

- Notify your coordinator of any changes to your survey, if items are added or deleted.
- Plan to use up most food items before the move; perishables cannot be transported.
- Check and clear tax assessments.
- Arrange to have major appliances serviced before you move them. Call your move coordinator to schedule this service.
- DMS cannot take aerosols, flammables, ammunition or bottled gas. It's best to use them up or give them away before you move.
- Notify the Post Office and get change-of-address forms. Notify magazines to which you subscribe.
- If you have pets moving, request pet's records from the veterinarian.

2 weeks before moving

- If necessary, review and complete the **Customer Responsibility/High Value Inventory Form** to give to the van operator.
- Return library books and other things you've borrowed.

- Collect things you've loaned, and items in the dry-cleaners, lay-away, cold storage, safety deposit box, etc.
- Arrange to discontinue utilities and delivery services.
- Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas, aerosols, acids, and caustic drain cleaners, etc.
- Arrange for cable/satellite TV disconnection.
- Arrange connection of utilities in new home.

1 week before moving

- Transfer bank accounts, and ask your local credit bureau to transfer your records to your new city.
- Reconfirm travel reservations.
- Unless another means of payment has been prearranged, e.g., credit card, personal check, or company paid — payment is due in cash, cashier's check, or postal money order before your household goods are unloaded at their destination. (Excludes company paid moves)
- Set aside maps, games, snacks, flashlight, and other items you'll take in your car.
- Gather medicines and important papers for the car trip.
- Your local service provider can help you with phone, internet, cable or satellite service for your new home.
- Start packing suitcases and any setting aside personal items that will be moving with you.
- Drain gasoline and oil from small gasoline-powered equipment.
- Anything we're packing should be left in place. It's easier and safer, for example, to pack glassware right from the cabinet where it's stored.
- Create an “open first box” for items needed first at destination, including children’s items, pet’s items and household necessities.

1 day before moving

- Put non-combustible cleaning supplies, toiletries and other items you may need first in special boxes to be loaded last, unloaded first.
- Finish packing all suitcases.
- Defrost, clean and dry refrigerator and chest freezer.

Moving day!

- Remember to give the van operator your signed **Customer Responsibility/ High Value Inventory Form** (this form must be signed even if no items are listed). Be on hand all day to answer questions and to sign the **Bill of Lading**. Confirm your delivery date, new address and the phone number where you can be reached.
- Make final check of every room and storage area. Make sure windows and doors are locked, keys are transferred and lights are out.

Note: It's a good idea to be at your new home a day ahead of the van so you can make sure utilities are connected, and plan placement of major items in your home.