



MOVING CHECKLIST

Six to eight weeks before moving day

Working with the mover:

- Call Von Paris at 410-888-8500 or go [online to vonparis.com](http://online.to.vonparis.com), to set a date for a visual on site survey of your home and allow us to prepare a written estimate.
- If your company is paying for your move, refer to their moving policy to determine the services that Von Paris will be authorized to perform. Von Paris is an authorized service provider for many corporations and government agencies throughout the country.
- Do you want to do any of the packing — or will you have it done by our experienced packers? We will be happy to discuss packing services with you.
- Show your Von Paris Sales Representative everything that is going to be moved. Also be sure to identify items that are not to be shipped by Von Paris. 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.
- Read the "Your Rights and Responsibilities Manual" (for full-service moves) provided by the Von Paris sales representative, to make certain that you fully understand the extent of the carrier's liability and your responsibilities as a customer. Any questions please ask your Von Paris customer service representative.
- Sign the Estimate/Order for Service and other required documents after you are sure you have a clear understanding of each section. Again, if you have any questions, please ask.
- Keep the phone number and name of your Salesperson or Customer Service Representative handy.

Four to six weeks before moving day

Places 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.
- Prepare a list of friends, relatives, business firms and others who should be notified of your move.

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The following checklist will be helpful:

- Utilities
- Personal Accounts
- Electric
- Pharmacy
- Gas
- Dry Cleaner
- Water
- Lawn Service
- Telephone
- Bank/Finance Companies
- Credit Card Companies
- Trash
- Laundry Service
- Cable/Satellite
- Auto Finance Company
- Fuel (Oil/Propane)
- Health Club
- Sewer District
- Professional Services
- Publications
- Doctor(s)
- Newspapers
- Dentist
- Magazines
- Accountant
- Newsletters
- Lawyer
- Professional Journals
- Broker
- Insurance Agency
- Government Offices
- Department of Motor Vehicles
- Social Security Administration
- State/Federal Tax Bureaus
- City/County Tax Assessor
- Veterans Administration

Miscellaneous:

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- Have a garage sale or use an online auction service to dispose of unwanted items.
- Donate unwanted clothing or household goods to charitable organizations. Obtain receipts showing the items' approximate value for possible tax deductions.
- Begin to use up supplies of canned goods, frozen foods and other household items. Buy only what will be used before moving.

Two to three weeks before moving day

Working with the mover:

- Notify your Von Paris Sales Representative if you add or subtract items from your planned move or if there are any changes in dates. Be sure to supply your agent with 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 a suitable loading site. Also be prepared to pick up your car at a suitable destination location.

Preparing the family:

- Take the family for a farewell visit to some of the places that hold happy memories.
- Have a going-away party for the children and their friends.
- Have some fun for yourself ... an open house or an informal dinner or barbecue. Keep it simple.
- Make family travel plans. Reserve hotel rooms and airline tickets as needed.
- If driving, have your car serviced for the trip (check tires, brakes and windshield wipers, fluids, belts, etc.)

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, or any other substances that may be flammable or combustible or those stored in containers that may leak. Consult

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MOVING & STORAGE

your Von Paris Customer Service Representative for further examples and details.

- Discard propane tanks which are used for barbecue grills.
- Set an appointment with a service technician to prepare your major appliances for shipment — or have your Von Paris Customer Service Representative 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.
- 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.
- Do not clean your upholstered furniture before moving. Moisture could cause mold if furniture must be placed in storage.

One to two weeks before moving day

Pet and plants

- Decide what to do with house plants. Plants are not designed to be transported in a closed moving van.
Alternatives:
 - Give them to friends or relatives.
 - Donate them to a hospital or other organization.
 - Include them in a garage sale.
 - Some states permit the entry of all house plants; others admit them in accordance with specific rules and regulations. Ask your Sales Representative for a copy of our “Moving With House Plants” booklet.
 - In cases where plants are allowed to be transported, it is ultimately decision of the van foreman as to whether plants are allowed on the moving van.
- Take pets to the veterinarian. Most states require health certificates and rabies inoculations. See that identification and rabies tags are securely attached to your pet’s collar.

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- Arrange for transportation of pets. Take them in the car or send via air. Consider boarding pets either at destination or at a kennel near your present home until you are settled in the new city. Ask your agent for a copy of our “Moving With Pets” booklet.

Other important details:

- Collect all items that are being cleaned, stored or repaired (clothing, furs, shoes, watches, etc.).
- Empty your locker at the club, bowling alley or gym.
- Return library books and anything borrowed from friends or neighbors, and collect things you may have loaned.

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. Remember, moving day is not packing day. If you are not completely packed and ready to go before the movers arrive, you can delay the process and create additional expense. Do not use plastic bags for packing. Upon arrival, the van operator will check to see if boxes have been properly packed.
- 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.

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

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MOVING & STORAGE

serviced, the van operator may load and haul it but will mark the inventory sheet "Not Serviced." Request a copy of the "Moving Appliances & Other Home Furnishings" booklet for more information.

Moving day

Working with the mover:

- It is your responsibility to see that all of your goods are loaded, so 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. It is important to make a final walk through your entire premises with the van foreman to make sure everything you want to go has been loaded on the moving van.
- 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.

Last-minute details:

- Leave your phone connected throughout moving day.
- After the van leaves and you finish last minute calls, be sure to pack the phone in one of your suitcases.

Take a last look around:

- Water shut off?
- Furnace shut off?
- Light switches turned off?
- All utilities arranged for disconnection?
- Windows shut and locked?
- Old house keys surrendered?
- Have you left anything?

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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, 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.

One week after move

Settling in:

- Check with your new post office for any mail being held and ask for delivery to start.

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- 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 in the new state and city is established.