

Moving 101

Global Mobility Solutions™

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Successful Moving Tips

Moving can be overwhelming with many details to manage. Keep these tips in mind to help you plan for an easier transition.

- Contact GMS about your moving needs early. Movers tend to get very busy in the summer months and usually need plenty of notice. It is a good idea to get started 60 days prior to your desired move date.
- Before the movers come out to take a look at your household items, get rid of unwanted belongings. Have a yard sale to get rid of items you are no longer using, or just donate things you don't want. There is no sense paying to move items that you don't need or want.
- It is a good idea to get more than one estimate. It is important to make sure to tell each estimator that the same items are moving as this will ensure you get back estimates that reflect an apples to apples comparison. It can be very difficult to compare estimates that do not reflect the same items.
- Get a visual survey or estimate as it is the only way to obtain a binding quote from a moving company. One of the biggest mistakes that people make when booking a move is assuming that a phone quote is guaranteed. It is also important to make sure that you get the quote in writing.
- Once you have been provided a written quote, make sure you read it completely before signing it. The quote should document weight, distance, and services to be rendered. If you have verbally discussed any special services, make sure that those needs are reflected in the estimate.
- If you are packing your own things, get boxes early so that you have time to finish packing. You can find boxes through the moving company, box distributor websites, local grocery store, electronics stores, and office supply stores.
- Build in overlap time between your new home closing and your delivery date. If there is a delay in the closing and the movers can't unload, it can be very stressful and costly.
- Make sure you have adequate valuation coverage to protect your items. Standard coverage for interstate moves, which all carriers are required to provide, is at 60 cents per pound. This amount will be inadequate if an expensive item, such as a plasma television, is damaged in your move. Additional insurance can be purchased through the carrier or through your home insurance policy. Domestic moves booked through GMS come with $125,000 in valuation coverage included at no charge.
- Make sure the mover can contact you. If you are planning to have your phone disconnected the day of your move, make sure that the moving company has your cell phone number or another way to reach you. This is also applicable for your new residence.

Move Timeline of Events

6-8 Weeks before Your Move

- Contact GMS to begin the quote process for the movement of your household goods.
- Determine which items you wish to take to your new residence. Items that you don't need should either be donated to charity or sold at a garage sale.

- If you plan on packing your own items, start collecting suitable packing supplies.
- Create a floor plan for the new residence that will ease the stress of making decisions once the furniture arrives.
- Insurance, medical and dental records should be placed in a safe, accessible place. Also include prescription and vaccination records. Plan on taking all vital documents such as: wills, stock certificates and other one-of-a kind items (jewelry, coin collection, photos, etc.) separately.

4-5 Weeks before Your Move

- Contact your personal Relocation Coach and schedule your move date - it is always easier to change your move date than to schedule at the last second.
- Fill out a U.S. Postal change of address form.
- Close any local charge accounts. Since you will want to have your utilities still connected on moving day, arrange to have them disconnected after you are moved out.
- Take care of odds and ends. If necessary, arrange for a baby sitter on moving day. Also, remember to collect items that are being cleaned, stored or repaired.

2-3 Weeks before Your Move

- Do you have power? Call ahead to have utilities connected at your new home.
- Make final packing decisions. Start packing items you don't use often.
- Clean and clear your home, including basements and attics.
- Remember to call your bank to find out how to transfer your bank accounts. Each year people move without clearing out their safety deposit boxes. Don't be another statistic. If you've hidden any valuables around the house, be sure to collect them before leaving.
- Dispose of flammable items such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, paint, poisons such as weed killer & ammunition.
- Drain all the oil and gasoline from your lawn mower and power tools to ensure safe transportation.

1 Week before Your Move

- This is the time to tie up any loose ends. Check through this guide to make sure you haven't missed anything.
- Pack your suitcases and confirm your family's travel arrangements (flights, hotel, rental cars)
- Try to keep your plans as flexible as possible in the event of a change of schedule.
- Contact your personal Relocation Coach and make sure the movers have the address and phone number where you can be reached if you are not going directly to your new home.
- Plan ahead and save yourself some stress by preparing a "First Night Survival Kit." Whether your household goods are arriving after you or you're simply too tired to unpack, this kit will make your first night a little easier.
- At least one day before moving, empty, defrost and clean your refrigerator and freezer. If necessary, prepare your stove to be moved. Try using baking soda to get rid of any odors.

You Made It to Moving Day

- Strip your beds and make sure the bedding goes into a “Load Last” box. You may want to clean before the furniture is unloaded, be sure the vacuum is packed last.
- Make sure to have an adult authorized and present while the movers are there.
- Accompany the driver as he or she inspects and tags each piece of furniture with a number. These numbers, along with a detailed description of your goods and their condition at the time of loading, will appear on the inventory.
- It is your responsibility to see that all of your goods are loaded. Do not sign any releases without doing a thorough home inspection.
- Check to make sure the utilities have been connected and follow up on any delays.
- Confine your pets to an out-of-the-way room to help keep them from running away or becoming agitated by all of the activity.
- To prevent possible damage, televisions, stereos, computers, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature.

Tips for Self-Packing

Packing your own items will save you money, but it can also be quite overwhelming and stressful. Here are some simple techniques to make it easier.

You’ll need some tools…

Here is a list of tools and materials to make your packing go more smoothly:

- Razor, knife and/or scissors
- Note pad & pen
- Dark, water resistant marker
- Cardboard boxes of all sizes
- Packing tape
- Bubble wrap
- Styrofoam peanuts
- Labels

Use the proper packing materials…

Sturdy boxes, packing tape, bubble wrap, and packing peanuts can all be purchased at local moving or shipping companies. Wardrobe boxes plus other specialty boxes can also be found there. Make sure to buy plenty ahead of time. It is far better to have too many boxes than not enough, leaving you scrambling to find more.

It pays to have a plan…

Pack a separate bag with toiletries, a change of clothes, etc. for the first couple of days after your move. Pick a central location for important items such as keys, a purse, or items you do not wish to pack.

One room at a time…

It's more efficient and less stressful if you pack one room at a time. It is also a great way to keep items from the same room together so that unpacking is easier once you arrive.

Use a good labeling system…

Packing can be a lot of work, but unpacking can be even more challenging. Use color coded numbered labels for each room making it easier to find things once you arrive. Be sure and label each box appropriately (on top and side) with a description of its contents. Boxes containing breakable or sentimental items should always be labeled as "Fragile". Keep a detailed list of what items are packed in each box to make unpacking easier.

Be kind to your spine...

Put heavy items in small boxes so that they're easier to carry.

Empty your drawers...

Empty all drawers of breakable or spill-able items. Also, it's a good idea to put all furniture knobs,

feet, screws, etc. in one container so they won't get lost or damaged.

Do you need to store anything?

If so, make sure your boxes are firmly packed with the heavier items on bottom. It's a smart idea to pack according to the season(s) during which your things will be in storage and mark the boxes appropriately.

How about a little TLC...

Wrap each item individually and always place a layer of crushed paper in the bottom of the box or carton for cushioning. Fill empty spaces with additional crushed paper to keep items from shifting while in transit.

Some things can't be moved...

Here is a partial list of common household items movers will NOT transport:

Acid	Aerosols	Charcoal	Gasoline	Open Foods	Ammonia
½ Open Liquor Bottles	Liquid Bleach	Lighter Fluid	Nail Polish Remover	Equipment with fuel in tank	Cooking Fuel
Batteries	Propane Tanks	Weed Killer	Cleaning Fluid	Produce	Lighters
Fertilizer	Kerosene	Loaded Weapons	Plants	Car Batteries	Ammunition
Fireworks	Pesticides	Poisons	Paint Thinner	Pool Chemicals	Hand Guns
Lamp Oil	Moto Oil	Chemistry Sets	Frozen Foods	Matches	Paints

Flammable goods...

Do not pack flammable goods or heat-sensitive items like candles, records, audio and video tapes, computer disks, propane tanks, aerosol cans, oil based paints, and certain cleaning fluids.

If you're packing the truck...

Make sure the items you need first are loaded last (i.e. kitchen items, telephone and radio). Use common sense; keep in mind the size, sturdiness, and weight of your boxes.

Weekends should be for relaxing...

If possible, plan your move to occur on a weekday when banks, utilities, and government offices are open.

First Night Survival Kit

Keep this list handy to help with your planning ahead by setting aside some essential items you'll need for the first night in your new home. If your shipment hasn't arrived or you're simply too weary to unpack everything, these lifesavers will make your first night a little easier.

Necessities

- [ ] Extra Cash
- [ ] Important papers needed upon arrival
- [ ] Notepad & pen

Food/Kitchen supplies

- [ ] Snacks, sandwiches
- [ ] Bottled water
- [ ] Plastic plates, cups, utensils
- [ ] Can opener
- [ ] Paper towels, napkins
- [ ] Garbage bags

Toiletries

- [ ] Toothbrushes, toothpaste
- [ ] Soap, shampoo
- [ ] Toilet paper & Hygiene Products
- [ ] Contact lens case, solution
- [ ] Towels

Medication

- [ ] Prescription medicine
- [ ] First aid kit, band-aids, peroxide

Tools

- [ ] Flashlights
- [ ] Candles, matches
- [ ] Screwdriver, Pliers, Scissors
- [ ] Light bulbs
- [ ] Basic cleaning supplies

Clothing & Linens

- [ ] Enough clothing for a few days
- [ ] Sleeping bag, blankets
- [ ] Pillows

Children's items (if applicable)

- [ ] Baby food
- [ ] Bottles
- [ ] Diapers/Wipes
- [ ] Favorite Toys
- [ ] Magazines or Books

Pet Items (if applicable)

- [ ] Food, treats
- [ ] Toys or bed for comfort
- [ ] Bottled water
- [ ] Dish for food & water

It is also important to investigate your new location. Know where the closest grocery store and/or general store are for necessities you might have forgotten. A move can keep you very busy, so knowing where restaurants are to pick up last minute food is also a plus.

Moving With Children

While all children are not the same, by and large they all need the same things before and after relocation. A successful move for the entire family can be achieved by focusing on the fundamentals.

Keep these basics in mind to assist your children in a successful transition:

- Include your family in the details of the relocation as soon as possible. Kids like to be a part of what is changing in their world and may also provide parents with valuable information on their needs throughout the transition.
- Be positive on their level. Make sure to find out things about the new area that might be of interest to them. Football, dance, or places that they might like to visit could be a good way to get them excited about the move. When they are able to picture their new surroundings and their new life they can focus on the positive changes.
- Keep an open forum. Let your children talk about their experiences both good and bad. Make sure to listen and not dismiss their concerns no matter how small they may seem. They will appreciate being heard either way.
- Say goodbye to everyone. Letting children say goodbye allows them to put closure on feelings that might be bothering them and help them to maintain contact with some of their old friends as well. (Going-away parties, former school visits, make a scrap book) Once you arrive in the new home, set their room up immediately. Kids tend to feel homesick and getting their things in place will help them feel more comfortable.
- Find friends for your children as soon as you arrive in your new neighborhood. Sometimes moving during the school year is a good way to accomplish this. Relax! Your children may be angry with you for moving, but they will forgive you. However, it may take time and you may feel guilty and frustrated. Remember to be patient and they will come around.
- Starting out a big move on the right foot can shape the events of the relocation into a positive experience for all. Keeping these basic tips in mind can help parents and their children adjust to a new city and allow the family to move successfully. Below are some additional links for you and your child that you might find helpful.
    - **For You:**
        - http://kidshealth.org/parent/positive/talk/move.html
        - http://www.greatschools.org/
        - http://nces.ed.gov/nationsreportcard/
        - http://www.nncc.org/Child.Dev/movenew.html
    - **For Your Kids:**
        - http://kidshealth.org/kid/feeling/home_family/moving.htm
        - http://nces.ed.gov/nceskids/index.asp

Moving Your Vehicle

For many families, a car is their second largest asset. Getting that asset safely to a new home is an important component of a smooth move. Here are some things that you should know before securing an auto shipper.

A vehicle can be moved with your household goods or with a separate auto transport company. To ship your car most efficiently and cost-effectively, it's important to know about the different shipping techniques, such as open and closed trailers. The model of the car, as well as the intended destination, will help determine the type of trailer you will need.

An open trailer is the more popular and frequently used trailer. It carries anywhere from 10-12 vehicles at a time.

- Advantage: Open trailers are less expensive than closed trailers. The cost is determined by the weight of the vehicle.
- Disadvantage: Open trailers are subject to the elements (rain, snow, wind, dirt & dust).

A closed trailer is a vehicle that has a covered freight area. It is commonly used to ship expensive or classic cars that need extra protection. If you wish to protect your car from wind-blown sand and heat, this is your best option.

- Advantage: The car is well-protected from the elements of nature.
- Disadvantage: Closed trailers cost more. Remember, the cost is determined by the weight of the vehicle.

The company that transports your vehicle(s) should provide adequate insurance to protect against damage. Ask for a copy of the "Certificate of Insurance" and familiarize yourself with the types of coverage provided. Consult with your current auto insurance agent to determine whether you need supplemental coverage.

Prior to handing over your car to a driver or transport company, be sure you receive an "Original Inspection Report". This report provides: pick-up and delivery information, current mileage, and most importantly, shows the condition of your car at time of pick-up (pre-existing scratches and dents, cracked glass/mirrors, general paint condition, etc.).

At the time of delivery, inspect your vehicle thoroughly and compare the condition and mileage against the "Original Inspection Report". Many transport companies also provide a copy of this report at time of delivery. If there are discrepancies, note them as exceptions and be sure the driver signs it. NEVER accept your vehicle at night if you cannot verify the condition of your car.

Moving With Pets

Moving isn't just stressful for people, it's equally stressful for pets. When it comes to moving with pets, pre-planning is crucial:

- Pets, as with humans, are very sensitive to changes in their surroundings. There are numerous ways to help them adapt to their new environment.

- Unless traveling a very long distance, it is recommended that your pets accompany you in your car. It provides more of a sense of security for you and your pet.
- If your pet isn't used to car travel, take it on several short rides in advance, gradually increasing the distance. This will help condition your pet to your vehicles motion.
- Gather information about your pet's medical history before leaving.
- Make sure your pet has a proper collar with ID and rabies tag and store all health documents including a picture in one convenient place.
- If you're planning to stop at a hotel along the way, call ahead to see which hotels accept pets. Have leashes on hand to move your pet, bags to clean up after them, and a dish for food or water.
- Make your vehicle safe for travel. Use a harness or a well-ventilated & secured pet carrier. Don't pile things up on top or around it. This could cut off air supply and also scare them.
- Avoid feeding or giving your pets water for several hours before your drive.
- It is important that you are attentive to your pets' well-being. Make frequent stops for feeding and resting. Plan on feeding your pets either once daily or a couple of small meals during stops. Also, allow time for a bathroom break prior to resuming travel.
- Take familiar toys or pet beds with you to help your pet feel comfortable in your vehicle and their new home.
- Be patient with your pet as accidents can be common when they are transitioning and settling in. Moving a pet can seem very simple, just remember that it may take your pet some time to adjust to their new living quarters.

Moving With Plants

For many people, house plants are more than a decoration. They are part of the house, and it is only natural that after nurturing them for so long they would want them to make the move with the rest of the family. Like any living thing, plants require special attention. If you are involved in a long-distance move, you will want to transport your plants in a temperature-controlled environment, such as your car. Extreme temperatures and lack of fresh air in a moving van can be fatal to plants.

According to the "Household Goods Carriers' Bureau Tariff," a carrier is not allowed to accept a shipment containing perishable items, including plants, except when a shipment is moving less than 150 miles and/or delivery will be made within 24 hours.

State Regulations Some states regulate transportation of certain plants and require a Gypsy Moth Inspection Certificate. Traditionally, California, Arizona and Florida have the most rigid restrictions on bringing plants into the state. Your state's department of natural resources can provide current information about your destination state.

As a general rule, most states require transported plants to be grown indoors in sterilized potting soil — not soil taken from outdoors. You may purchase sterilized soil at your local lawn and garden shop. Read the label carefully to make sure the soil contains the right mixture of loam, peat or sand needed for your particular plants.

If you cannot take your plants along, consider taking cuttings. Simply wrap the cuttings in wet moss and newspaper and place them in unsealed bags. Place bags in a carton and fill in around them with light packing material. The cuttings should survive several days' travel and be ready to take root in your new home.

Now that you've decided which plants will accompany you to your new home, take precautions to help them survive the trip.

Three Weeks Before

- Repot plants that are in clay pots into unbreakable plastic containers of the same size; changing pot sizes can be detrimental to some plants.

Two Weeks Before

- Prune larger plants for better packing and to produce healthy, bushy, compact plants that are more attractive.
- To prune, simply pinch back newer growth with your thumb and forefinger.
- Succulents (e.g., cacti, jade plants) and ferns do not respond well to pruning.

One Week Before

- Check plants for insects and/or parasites.
- If you use insecticides on your plants, use them with extreme caution and follow label directions.

Two Days before the Move

- Water your plants normally. In winter months, over-watering may cause plants to freeze. In warmer weather, over-watered plants are subject to fungus growth during transit.

Moving Day

- Pack your plants in the morning or the night before.
- Wrap your large houseplants with an old sheet or tissue paper to prevent branches from breaking.
- Place the pot in a box, making sure it fits snugly at the bottom. You may use conventional packing cartons, like dish packs. If necessary, use paper around the base to hold the pot in place.
- Punch air holes in the sides of the box and loosely fasten the lid so plants can breathe.
- Set the boxes upright and clearly mark the lids. This will help you avoid loading them by mistake into the moving van.
- If you follow this procedure, your plants will be ready to travel up to three days before requiring further attention.

On The Road

- Load plants as close to your departure time as possible.
- Avoid putting plants in the trunk of your car, if possible, since heat, cold and lack of fresh air can damage the plant.

- In warm weather, make periodic stops in shaded areas and crack a window. Avoid exposing the plants to direct sunlight at all times.
- In cold weather, avoid letting the temperature inside your car become hazardous to your plants. If needed, wrap plants thoroughly with newspaper or paper bags. You probably will not have to water your plants during transit. If they seem unusually dry, water them at first opportunity; otherwise, postpone watering until you have arrived at your new home.
- If you're on the road for more than three days, your plants may require light. When staying overnight, it is a good idea to bring plants indoors and open cartons to expose plants to the light.

Arriving At Your New Home

- Upon arrival at your new home, unpack your plants as soon as possible. Remove them through the bottom of the box to avoid breaking leaves and branches. Try not to move them around too much until they become acclimated to the surroundings. With the proper attention and care, your plants will flourish in their new home. And you can settle in more comfortably with your favorite plants around to admire and enjoy.