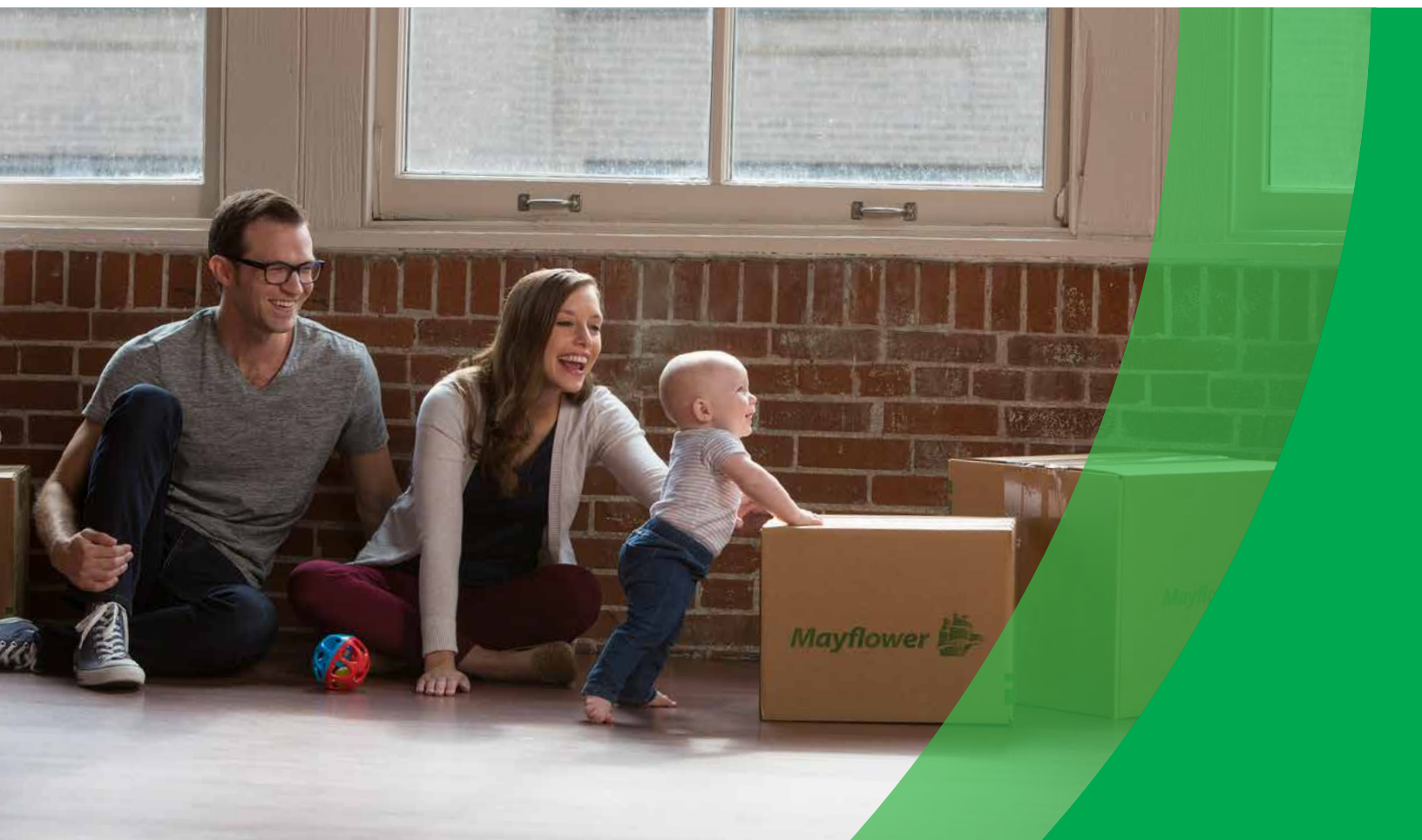


# Move Planner





# Your Move

## *Every Step of the Way®*

No matter where you're moving, Mayflower is committed to helping you through every step in the process. Our trusted movers have been moving families throughout the country and around the world since 1927, and we've learned that organization is the key to a smooth move. Use this six-week planning countdown to help prepare you and your family to move into your new home.

Mayflower and its representatives will strive to meet all of your moving and storage needs. As you prepare for your move, let us help you customize a package to fit your unique needs and budget.

Before you begin reviewing the planning portion of this booklet, please note there are additional handouts on items that can't be shipped and cargo loss, which can be provided by your representative. This information can also be found at [Mayflower.com](http://Mayflower.com). If you have questions about any of these topics, please ask your Mayflower representative.



# 6 Weeks

before move-out day

## ***Start getting the details of your move organized as soon as you can***

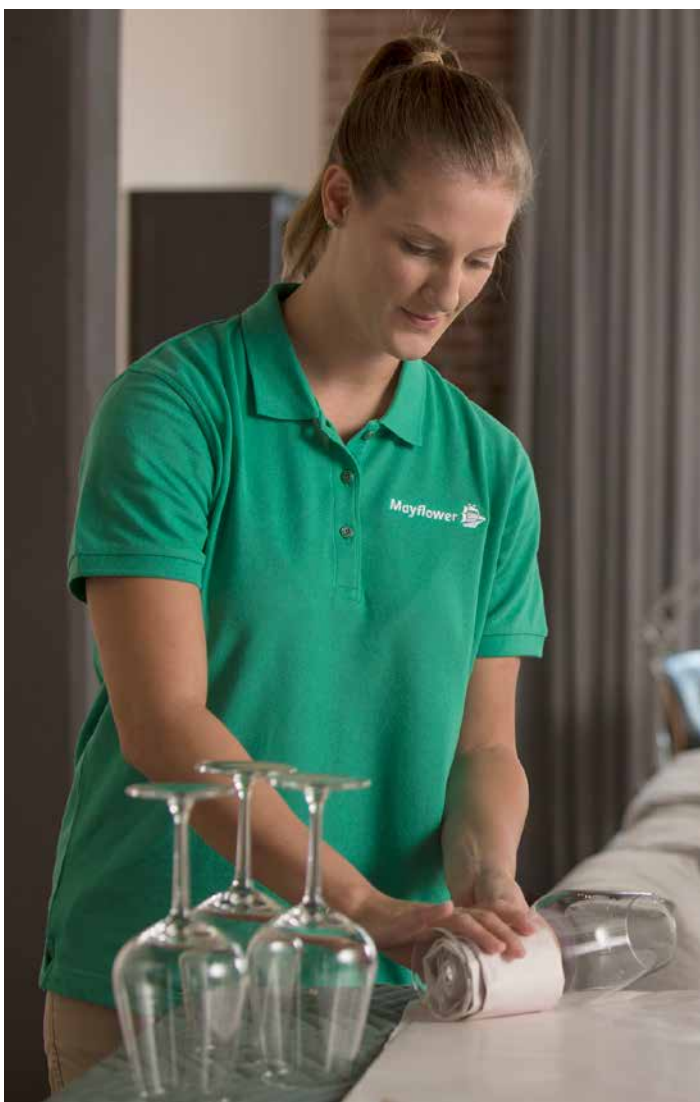
- ❑ Create a “move information” file. Collect important information and receipts for moving-related expenses.
- ❑ Contact your insurance agent to transfer property, fire and auto insurance.
- ❑ When organizing dental and medical records, be sure to include prescriptions, eyeglass specifications and vaccination records.
- ❑ Wills, stock certificates and other one-of-a-kind items (jewelry, photos, home videos, etc.) are difficult or impossible to replace. Plan to carry them with you instead of packing them.
- ❑ Contact any clubs or associations for information on transferring, selling or ending your memberships.
- ❑ Make personal travel arrangements (flights, hotel, rental cars, etc.) for your family. Keep your plans as flexible as possible to accommodate any schedule changes.
- ❑ Get your mail moving. Complete change-of-address forms, available at your local post office or online at [www.usps.com](http://www.usps.com). Start recording the local addresses you might need later.

***Create a floor plan of your new home, and begin thinking about where you’ll want to place furniture. Advance planning eases the stress of making major decisions when your furniture arrives at your new home.***



# 4-5 Weeks

before move-out day



## Take an objective look at what you own

- ❑ Decide what must go with you and what can be left behind. Books you've read and will never read again? The pan with the broken handle or the children's long-neglected games? Remember — larger, heavier shipments cost more to move.
- ❑ Sit down and start organizing your move. Make a list with three columns: items to leave behind, items for Mayflower to move and items you'll move yourself.
- ❑ For each item you aren't going to take with you, decide whether you'll sell it, give it away to charity or dispose of it before your move.
- ❑ For anything you've outgrown or just don't use, consider having a garage sale. Make sure to pick a date at least two weeks before the move and advertise it locally. Think about teaming up with neighbors who want to sell some of their old belongings, and plan a neighborhood "super sale."
- ❑ Start including your children in the move planning. Make it exciting and fun by having your kids do some of their own packing, and let them suggest layouts for their new rooms.

- Decide which items you will want professionally packed. Letting Mayflower handle your packing can save you stress and time as the move date approaches.
- Start collecting suitable boxes and packing materials if you plan to do any part of the packing yourself. You can obtain these materials for a reasonable fee from your local movers or hardware store.
- If you choose to do your own packing, ask your representative for Mayflower's helpful "Do-It Yourself Packing Guide" or visit [mayflower.com/tips](http://mayflower.com/tips) for video tutorials.
- One-of-a-kind and high-value items should get special attention. Your Mayflower representative can give you further details about the special handling of these unusual and delicate items.

***Having been in the moving business since 1927, Mayflower has developed proven, reliable methods for packing and transporting your belongings, including the use of wardrobes, mattress boxes, special packing paper, protective dish packs and pad wrapping. Ask your Mayflower representative about the materials and methods we use to pack everything you entrust to us.***

# 3 Weeks

before move-out day



## Working with your mover

- ❑ Make sure to notify your Mayflower representative of any changes to what items you are moving, your move dates or other relocation needs related to your move.
- ❑ If you have young children, arrange for a babysitter to watch them on moving day. Since you'll be concentrating your efforts on the move, a sitter can keep your children occupied and make sure they remain safe during the busy loading process.
- ❑ Whether we move your car in an enclosed van or on a car carrier, there's no simpler, safer way to have your car transported to your new home. Check with your Mayflower representative about these options.

- ❑ Clear off your worktables, and place rakes, shovels and hoses in one location.
- ❑ We suggest you carry valuable jewelry with you. If you've hidden any valuables around the house, be sure to collect them before leaving.
- ❑ Mayflower cannot move animals. If you're not taking your pets by car, you'll need to make other transportation arrangements. Because some states require up-to-date health certificates and rabies inoculations, it's a good idea to take your pets to the veterinarian prior to the move to ensure you have the proper documents.
- ❑ Some state laws prohibit the entry of house plants, and plants will not live through being transported in the moving van. Mayflower cannot accept responsibility for safely moving your plants. Consider giving your plants to a friend.
- ❑ Mayflower's UMT1 tariff includes information and limits important to our customers. Review this information before your move and be sure to ask your Mayflower representative if you have any questions.

- ❑ While you are sorting through your belongings, remember to return library books and anything else you have borrowed. Also remember to collect all items that are being cleaned, stored or repaired (clothing, shoes, watches, etc.).
- ❑ Contact national newspapers and magazines to update your address. Cancel delivery of local papers, and settle your accounts.

***Now is a good time to think about other services you'll need your Mayflower representative to arrange. Ask your representative for information about storage, crating, tv wall mount disassembly or setup, and debris removal.***

# 2 Weeks

before move-out day

## ***Start preparing to move those items you don't often use***

- ❑ Make final packing decisions.
- ❑ Clean and clear your home, including closets, basements and attics.
- ❑ Plan meals that will use up the food in your freezer and pantry. Donate any unexpired canned goods to your local food bank.
- ❑ Have your automobile serviced if you're traveling by car.
- ❑ Transfer all current prescriptions to a drugstore in your new town.
- ❑ Thousands of people leave town without checking their safety deposit boxes. Don't be one of them. You should also call your bank to find out how to transfer your accounts or change your address.
- ❑ Drain all the oil and gasoline from your lawn mower and power tools to ensure safe transportation. Refer to your owner's manual for specific instructions.
- ❑ Schedule appliance disconnection and preparation. While this is not a service provided directly by Mayflower's movers, your Mayflower representative can give you advice about who to contact.

***If you plan to pay by credit card, please submit your payment information in advance through the MyMayflower move portal.***

*Dispose of flammables such as fireworks, cleaning fluids, matches, acids, chemistry sets, aerosol cans, nail polish, paint, ammunition and poisons such as weed killer. A comprehensive list of “items not to pack” is available from your representative.*

- Make sure to back up all your computer files before moving. Consider saving the backup files to a cloud service or carrying the files with you to your new home, since hardware is delicate and sensitive to temperature extremes. If you choose not to include computer disassembly in your moving package, you must disassemble and disconnect your computer system prior to “move-out” day.
  
- Decide if you need to store anything as part of your move. Ask your Mayflower representative about sealing your belongings in a wooden storage vault, which will be placed in a secure warehouse. If you need storage with your move, we can arrange delivery of the stored items directly to the Mayflower affiliated warehouse in your new town.



# 1 Week

before move-out day



## Start to tie up all of your loose ends

- This is your week to make sure you have taken care of everything. Check back through this Move Planner to make sure you haven't overlooked anything.
- Since you will want to have your utilities (electric, gas, phone, etc.) on during moving day, arrange to have them disconnected from your present home the day after your scheduled move-out date.
- Call ahead to have utilities connected at your new home the day before or the day of your scheduled move-in date.
- Since the last items loaded are the first ones unloaded, write "Load Last" on things you will need to use as soon as you get to your new home. Boxes that need special care should be marked as "Fragile."
- Make it clear which items you'll take yourself. If you have a closet or extra room available, put all of these items together, and mark them with a note or sticker. This helps keep the moving process running smoothly.
- Start planning to pack your suitcases and confirm your family's personal travel arrangements. Try to keep your plans as flexible as possible in the event of an unexpected schedule change.
- Protecting your belongings during your move is made easier with Mayflower's protection options. Ask your representative to explain each of Mayflower's protection options for your belongings.
- The more ways your Mayflower representative has to reach you, the better. Make sure we know the address and phone number where you can be reached until you get into your new home. Make sure your representative has your cell phone, email address or new work phone.
- Empty, defrost and clean your refrigerator and freezer and clean your stove, all at least 24 hours before moving to let them air out. Try using baking soda to get rid of any odors.

**Prepare a "Trip Kit" for moving day. This kit should contain the things you'll need before your belongings arrive at your new home. Some suggested items are soap, toilet paper, phone charger, snacks, bottled water, and a first aid kit.**

# Move-Out Day

## Take a final look around

- ❑ Strip your beds, and make sure the bedding goes into a “Load Last” box.
- ❑ Be on hand when the movers arrive. If you’re not able to be there, it’s important to enlist the help of a trusted adult who you will authorize to make decisions about your move. Let your Mayflower representative know the name of the person who will be there on the day of your move. Be sure the person you have chosen knows exactly what to do, and which valuation program and amount you have selected. Remember — this person may be asked to sign documents obligating you to charges.
- ❑ Confirm the delivery spread and time at your new address. Provide the phone number where you can be reached during your trip to your new home. Make sure to take along the name, phone number and email address of your Mayflower representative.
- ❑ When the driver or lead crew member arrives, review all details and paperwork. Accompany the mover as he or she inspects and tags each piece of furniture and all boxes with an identifying number. Make sure the condition of each piece is recorded. These tag 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, so remain on the premises until loading is completed. Make a final inspection before you sign any paperwork (Inventory, etc.).
- ❑ If you haven’t arranged for cleaning service at your new home through your Mayflower representative, make sure your vacuum is packed last so it can be unloaded first, and you can clean your new home before the furniture is unloaded.
- ❑ If you have a home phone, leave it connected throughout moving day or make sure your cell phone is charged and readily available. After the van leaves and you have finished last-minute calls, be sure to pack your phones and any chargers in one of your bags for easy access when you get to your new home.

## One Last Check

- ❑ Take a final look around:
  - Light switches turned off?
  - Furnace/air conditioner shut off?
  - Water shut off?
  - All utilities arranged for disconnection?
  - All closets checked?
  - Windows and exterior doors shut and locked?
  - Old house keys and garage door openers surrendered to new occupants?
  - Have you left anything?



# Move-In Day



## Welcome to your new home

- You will be contacted approximately 24 hours prior to the expected arrival time. If for some reason you cannot be reached, it is then your responsibility to contact your Mayflower representative.
- Be sure you're there when the movers arrive. Plan to stay around while they unload in case they have any questions. If you cannot be there personally, make sure you authorize an adult to accept delivery and pay the charges for you. Inform your Mayflower representative of that person's name. Your representative will be asked to note any change in the condition of your goods indicated on the inventory at the time of loading and to note any missing items at the time of delivery.
- If you have not already submitted your credit card information through your MyMayflower move portal for authorization prior to loading, have the agreed upon payment on hand for your moving charges. Unless other billing arrangements were made in advance, payment is required upon delivery in cash, traveler's checks, money order or cashier's check. Personal checks are not accepted.
- Check to make sure the utilities have all been connected.

- ❑ It's a good idea to review your floor plan so you can tell the movers where to place your furniture and appliances. Be available to direct them as they unload.
  
- ❑ Confine your pets to an out-of-the-way room to keep them from running away or getting agitated by all of the activity.
  
- ❑ If possible, get a babysitter to supervise the children during the unloading process.
  
- ❑ Complete or partial unpacking service is available but must be arranged with your Mayflower representative in advance.
  
- ❑ Examine everything as it's unloaded so you can note its condition on Mayflower's copy of the Inventory Form. Immediately report any damage or loss to your Mayflower representative. Remember, by signing the inventory, you are acknowledging receipt of all items listed.
  
- ❑ Always reference your order number on your Bill of Lading when you call us with questions or concerns.
  
- ❑ Clean your house as much as you can before the moving van arrives, or let Mayflower arrange to have a professional clean your home for you.

## On "Move-In Day," you will be asked to sign the following:

### Inventory of Goods

Prepared prior to loading, this document is a description of the condition of your belongings. You'll be asked to sign it to acknowledge receipt of your goods upon unloading.

### Bill of Lading

This is the shipping document that establishes the legal terms of your moving service.

### Additional Services Performed

This is used to verify services we performed other than loading and transporting your things. Please examine it carefully before you sign, making sure you understand the charges.



*On behalf of everyone at Mayflower, welcome to your new home. We hope this planner was part of a seamless, stress-free move.*

*For more helpful moving hints and tips, contact your local Mayflower representative or visit Mayflower's website:*

**[Mayflower.com](https://www.mayflower.com)**

*Note: Every effort has been made to ensure the information in this guide is complete and current as of the date of printing. However, some of the provisions explained in the booklet could be modified, changed or eliminated, or might not be applicable to your move. Refer to the Mayflower UMT1 tariff and Bill of Lading for important terms and conditions. Your Mayflower representative will be pleased to discuss the applicability of any provision, as well as new programs and services designed to provide the best moving service possible.*



**[Mayflower.com](https://www.mayflower.com)**

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