

Your Pre-Move Planning Guide

8 Weeks Out:

Schedule an In-Home Estimate

- Call your local United agent. Set a date for the agent to visually survey your home and prepare an estimate.
- If your company is paying for your move, refer to their moving policy to determine the services the mover will be authorized to perform.
- Do you want to do any of the packing—or will you have it done by our pack crews? Your agent will be fully prepared to discuss packing services with you.
- Show the agent everything that is going to be moved. 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” brochure to make certain that you fully understand the extent of the carrier’s liability.
- Ask your agent about MyUnited; your personalized move planner. You will be able to view documents, get tools and tips, plus much more to help make your move simple.

7 Weeks Out:

Sign your estimate and book your move

- Sign your Estimate/Order for Service after you are sure you have a clear understanding of the entire document. Have questions? Ask your move coordinator.
- Lock in your move-out date and confirm your moving plan when you officially book your move.
- Keep the phone number and name of your move coordinator handy; feel free to ask questions or request more moving tips. For your convenience, your move coordinator’s contact information is detailed on your MyUnited page.

6 Weeks Out:

Notify Your Utilities and Service Providers

- Notify the post office that you are moving. An online Change of Address form is available on the United States Postal Service website.
- Change your address with your banks, insurance providers, credit cards and magazine subscriptions.
- Update your information with doctors, lawyers, accountants and any other professional services.

5 Weeks Out:

Determine what to toss, sell or give away

- Go through every room in your house to sort through what will move with you and what will not.
- Have a garage sale or online auction to dispose of any unwanted items.
- Donate your unwanted clothing, furniture or other household goods (pots, pans, dishes, bedding, etc.) to your favorite local charities. Don’t forget to grab receipts showing the items’ approximate value for possible tax deductions.

4 Weeks Out:

Check in with your mover

- Notify your agent 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 the 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 – make sure this step is listed on your personal moving planner.
- If your car is being moved, be prepared to drive it to a loading site for auto transport. Also be prepared to pick up your car at your destination location.

3 Weeks Out:

Inform your friends and 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 with an open house or an informal dinner or barbecue. Keep it simple.

Confirm travel plans

- Make family travel plans. Reserve hotel rooms and airline tickets as needed.
- If driving, have your car serviced for the trip (check tires, brakes, windshield wipers, fluids, belts, etc.).
- If you are flying, make sure you have your airfare and other necessary transportation booked.
- Book any hotels or stops you'll need to make along the way.
- Think about what items you'll need with you for the trip and for your first night in your new home. Set them aside so they don't accidentally get packed.

Start Packing

- If you're packing yourself, get a head start now so you aren't overwhelmed at the last minute. Books, out of season clothes and decorative items are a great place to start.
- Read our packing tips and plan your approach.

Begin preparing your home

- You must 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 and tighten all gas caps. Please read the complete list of non-allowables.
- 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 agent 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. Check out our tips for moving antiques.

2 Weeks Out:

Plan for your pets

- ❑ Make sure you have made travel plans for your pets. If you need to board them or leave them with friends, confirm those plans now.
- ❑ Take your pets to the vet and make sure you have any required health certificates or inoculations – every state has different requirements.

Finish errands

- ❑ Pick up anything you had cleaned, stored or repaired.
- ❑ Empty your locker at the club, gym or bowling alley.
- ❑ Return anything you have borrowed from friends or neighbors, including library books.

Go back and double check this list

- ❑ Make sure you have not forgotten any of the critical items.
- ❑ Have you packed or gotten rid of everything that's not moving?
- ❑ Have you confirmed all the details with your move coordinator?

1 Week to go:

Last minute details

- ❑ Be on hand when the service representative arrives to prepare your appliances for shipment.
- ❑ Make sure that all mechanical and electrical equipment is properly serviced for shipping prior to the arrival of the moving truck. As always, reach out to your move coordinator with any questions.

One Day Away

- ❑ Point out any extra-fragile items needing special attention. If certain items should not be packed or moved, mark them appropriately.
- ❑ Label any items or boxes you will want first when the truck arrives at your new home (valuables, electronics, etc.).
- ❑ If you are doing your own packing, make sure everything is ready to go before moving day. Upon arrival, the van operator will check to see if boxes have been properly packed.
- ❑ If United is helping you pack, 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. Ask your move coordinator for a copy of our "If There's a Home Computer in Your Move..." booklet.

Moving day

- ❑ Make it a point to be on hand to see that all of your goods are loaded; remain close by 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 safe.
- ❑ Check in with your move coordinator and ask any important questions about your moving services.
- ❑ There will be some necessary paperwork on the big day:
- ❑ High-Value Inventory Form: complete and sign stating whether or not items of extraordinary value are included in the shipment.
- ❑ Bill of Lading/Freight Bill: states the terms and conditions under which your goods are moved and is also your receipt for the shipment.
- ❑ Give the van operator 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 belongings at your new home.

Take a last look around

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

Delivery day

- ❑ Be on hand to accept delivery. If you cannot be there in-person, 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 may stop by your new home if they are unable to reach you. If you or an authorized individual cannot accept delivery of your belongings within the free waiting time (i.e., two hours) you may request more waiting time until the delivery can be made.
- ❑ Check your household goods as they are unloaded. If there is any change in the condition of your property from what is noted on the inventory, note discrepancies on the van operator's copy of the inventory. By signing the inventory, you are acknowledging receipt and condition of all items listed.

- ❑ 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. If you would like for your mattresses to be unpacked or appliances to be installed, check with your salesperson or move coordinator beforehand. They can help you arrange for this additional moving service.
- ❑ It always helps to have a guide. 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 help avoid possible damage, leave appliances and electronics turned off for about 24 hours while they adjust to new room temperatures.

Settling in: one week after move

- ❑ It is time to make it official! Check in with your new post office for any mail being held and ask for delivery to start.
- ❑ 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.