

Things To Know (continued)

Estimate of Moving Cost

Unless you have been given a binding estimate where a firm cost is established in advance, the exact cost of a move cannot be determined until after the shipment has been loaded on the van and weighed. The weight on which charges are based is calculated by weighing the van before and after loading. The total cost of the move will include transportation charges, any charges for declared valuation, plus charges for any extra services performed at your request. All of these charges are based on tariff rate schedules.

Owner's Responsibility

It is the owner's responsibility to see that your mechanical, electrical equipment and appliances are properly serviced for shipping prior to the arrival of the moving van. For safe moving, have these items prepared by a licensed or properly trained technician. This service may be performed by a technician of your choice or by qualified personnel of the moving company.

If the owner has failed to have an item serviced, the van operator may load and haul it, but will mark the inventory sheet, "Not Serviced-Loaded at Owner's Risk."

Six to Eight Weeks before Moving Day - Working with the Mover

- * Have the moving company conduct a household goods survey in order to furnish you with a written estimate, although the final cost will depend on the actual weight of your household goods after they are loaded on the van.
- * Before the removal list arrives, inspect the property. Include the garage, patio and any storage shed. Decide what to move and what to discard. Remember the cost of moving an item may be greater than the cost of replacing it.
- * Decide whether you want to do any of the packing or have it done by the moving company's experienced personnel. Provide a list to your movers of everything that is to be moved. Specify articles that are to be packed, or any special handling, so the estimate will include these charges. Any items that are later added to the shipment will add to the cost estimate.

Transfer of Personal Records

- * Arrange for closing or transfer of charge accounts.

Things To Know *(continued)*

- * Check personal insurance policies to see whether moving is covered. Transfer theft, and personal property insurance to ensure coverage at the new home.
- * Obtain transcripts of the children's school records and credentials from school authorities or secure transcripts of school records, if you prefer to take them along.
- * Gather medical and dental records including vaccination data, medical prescriptions, dates of last examinations, history of past illnesses and so on.
- * Ask your doctor and dentist to recommend colleagues in the new city. Be sure to check current telephone numbers and addresses of physicians, dentist and hospital, which will help when transferring your records.
- * Obtain letters of introduction from your church, organization, club, and business associates.
- * Transfer, sell or resign memberships in clubs or associations. Report your move to any lending agency with which you do business. A lender's permission may be required to move personal property in which the lender has an interest.

Four to Six Weeks before Moving Day - Planning Your Packing

If you plan to do the packing yourself, start collecting suitable containers. You can purchase specialized containers from most moving companies, such as:

- * Small cartons for heavy items (books, record albums, and tools).
- * Wardrobe containers
- * Large cartons for bulky items (pillows, blankets, and stuffed toys).
- * Medium-sized cartons for bulkier but not so heavy items (towels, linens, and small appliances)

Collect other packing materials

- * White paper
- * Tissue paper
- * Paper towels
- * Non printed paper
- * Newspapers
- * Tape or strong twine for sealing containers
- * Scissors or sharp knife (keep out of children's reach)
- * Felt marker to mark containers

Things To Know (continued)

* Labels (Available from moving company)

Set goals and deadlines to ensure that all packing is completed by moving day. You may want to pack one room per week. Attach a list of contents to each carton. Separate and mark goods that will go into storage. Consider having a garage sale to dispose of unwanted items. If you donate clothing or household goods to charitable organizations, get receipts showing their approximate value for tax deductions. Begin to use up large supplies of canned goods and frozen foods. Buy only what will be used before moving.

Places To Notify of Impending Address Change

Tenants, if you are a landlord or Landlord, if you are a tenant	Gas	Water	Telephone
Trash removal	Motor Vehicle	Doctor	Business associates
Insurance agents	Real estate agent	Stock broker	Insurance agents
Real Estate agent	Lawyer		Professional services
Established business accounts	Credit cards	Church	Finance companies
Federal and state income tax offices	Magazines	Banks	Social Security Administration
Books and record clubs	Schools	Dentist	Relatives and friends

Two To Three Weeks Before Moving

Let the post office know your moving date and new address. If you do not have a permanent address by the time you move, the post office will hold your mail and forward it upon written instructions from you. Phone the local business office of the telephone company. They can make arrangements for service in your new home and, on request, give out your new number when your present number is called.

Contact utilities

- * Electric
- * Gas
- * Water
- * Fuel (Propane or Oil)
- * Cable TV
- * Internet Service Provider

Things To Know (continued)

If possible, arrange to have utilities connected before your arrival. Make family travel plans. Reserve air or rail transportation and hotel accommodations as needed. Have your car prepared for the trip-- tires, brakes, lubrication, oil change, and tune-up-as needed. Dispose of flammables such as fireworks, cleaning fluids, matches, acids, pressure cans or paint thinner. Drain oil and fuel from your power mower and other machinery. Discard partly used cans of oil, paint, syrup or any other substance that may leak. Carefully tape-seal and place in individual waterproof bags any jars of liquids or semi-liquids you do not wish to discard. Have rugs cleaned that are to be moved. Leave them rolled and wrapped when they are returned from the cleaners. If draperies are to be moved, have them cleaned and ready for alterations that might be needed in your new home. Collect items that are being cleaned stored or repaired (clothing, shoes, watches). Empty your locker at any club you are a member of. Return library books and anything borrowed from friends or neighbors. Also collect things you may have loaned. Decide what to do with your houseplants.

Set a date with a reliable service person to prepare your appliances for shipment, preferably the day before the move. Depending on the appliance, service may be needed at your destination for hooking up your refrigerator, freezer, range, washer, dryer and others. For more information, request a free booklet, generally provided by most moving companies. Pianos and organs need to be prepared for moving by a specialized technician. Make arrangements to have utilities disconnected on moving day:

- * Electric
- * Gas
- * Water
- * Fuel
- * Cable TV

Plan to keep your telephone in service through moving day in case last minute calls are necessary. Take pets to the veterinarian. Make sure identification tags are securely attached to the pet's collar.

Three Days before Moving Day - Instant Aid Box

Pack a box for instant needs on arrival. Mark the box "To be loaded last and unloaded first." Package each group of items separately in labeled paper bags. Here are some suggestions.

Cleaning

powder detergent	sponge	paper towels	dish towels	dish cloth
kitchen cleanser	window cleaner	scouring pads		

Things To Know (continued)

Kitchen:

Paper plates, cups, napkins	Plastic knives, forks, spoons	Small saucepan	Serving spoons
Aluminum foil			

Snacks:

Easy-to-open cans of pudding	Dry soup mix	Sandwich spreads	Jars of cheese
Package of crackers	Boxes of dry cereals	Instant coffee, tea, chocolate	Instant creamer, sugar, salt

Bathroom:

Towels and face cloths	Toilet tissue	Facial tissue	Soap, hand lotion, deodorant
Toothbrushes and toothpaste			

Miscellaneous:

Reading materials	Puzzles
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Last-minute packing:

Cellular telephone	Light bulbs	Flashlight	Hammer, screwdriver, pliers, assorted nails and screws
Shelf paper	Trash bags and ties		

Children:

Coloring books and crayons	A favorite toy or two
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Complete an inventory checklist. Check contents of drawers. Remove all things that can spill or break. Soft goods such as blankets, pillows, blouses, shirts and lingerie may be left in drawers. Pin clothing to hangers if it is to be moved in wardrobe cartons. Remove items left in the attic or other storage areas. Empty the refrigerator and freezer so they can dry at least 24 hours before moving. Be careful not to overlook the defrost water pan. Failure to have the appliances completely dry can lead to mildew and unpleasant odor.

Be sure the water is emptied from your steam iron. Launder all soiled clothing prior to the day the appliance service technician is expected. Take the telephone directory with you for contacting former doctors, dentists, suppliers, etc., and for preparing holiday card lists. For

Things To Know (continued)

information, request a free booklet, *Moving Appliances and Other Home Furnishings*, from United Van Lines, or a similar booklet from the mover of your choice.

Pack suitcases for the trip to the new home. Put in extra clothing for emergencies. Consider packing a picnic lunch to eat while traveling. Take along snacks such as fruit and cookies for the children. Include towels for a quick cleanup. Arrange for a baby-sitter for moving day, or have older children look after the younger ones.

Moving Day - Loading Your Belongings

- * Be on hand when the movers arrive. Otherwise, it is important to let the mover know to whom you have given authority to take your place. Be sure this person knows exactly what to do. Remember the person may be asked to sign documents obligating you to charges.
- * Accompany the van operator through the house inspecting and tagging each piece of furniture with an identifying number. These numbers, along with a description of your goods and their condition at the time of loading, will appear on the inventory.
- * Be sure the condition of each item is recorded and the van operator has a clear understanding about what is to be loaded last. It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is completed. After making a final tour of the house to be sure no items have been overlooked, check and sign the inventory. Get your copy and keep it in a safe place.
- * Check to see that the van operator has the exact destination address. Be specific as to where and how you can be reached pending the arrival of your household goods.
- * Leave the phone connected throughout the moving day. Leave a note listing your new address in a conspicuous place in the house so the new occupants will be able to forward any of your mail inadvertently delivered to them.

Take a last look around:

* Water shut off ?	* Gas shut off ?
* Light switches turned off ?	* All utilities arranged for disconnection?
* Windows shut and locked?	* Have you left anything?
* Lock the house and leave the keys with a responsible person or in a prearranged location.	Air conditioning shut off ?

Things To Know (continued)

At Your Destination

1. Contact the moving company whose name appears on the forms signed as soon as possible and indicate where and how you can be reached.
2. Make sure the house is ready for occupancy before the van arrives. If you have not already done so, contact the utility companies and make necessary arrangements for service. Ask if any of them provides free appliance connection service.
3. Be on hand to accept delivery of your household goods. Otherwise authorize an adult as your representative to accept delivery and pay the charges for you. Inform the movers of the person so authorized. On the day of delivery, the van operator will attempt to contact you by phone and make an appearance at the residence if unable to reach you. If no one appears to accept the shipment within the free waiting time, the goods will be placed in storage at the owner's expense.
4. 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 any damage and/or missing items 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 the moving company agent at destination immediately. (You must file the claim yourself; the van operator cannot do it for you.)
5. To save time and confusion, place a floor plan of your new home at the entrance the movers will use, indicating where each piece of furniture should go. Then unloading, each piece of furniture will be placed as you direct, including the laying of rugs and setting up of bed frames, box springs and mattresses. However, appliances and fixtures may not be installed. At your request and additional cost, the agent may arrange for this service and for refilling of waterbed mattresses.
6. To prevent possible damage, television sets, other electronic equipment, and certain major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature. If you have paid for unpacking, you are entitled to unpacking service and removal of the cartons.

Getting Settled

1. If you have not already done so, contact the utility companies and make necessary arrangements for service. Ask if any of them provides free appliance connection service.

Things To Know (continued)

2. Make arrangements for reinstallation of appliances.
3. Keep all documents pertaining to your move in a safe place. You will need them for verification of moving expenses and for filing your income tax returns. For more information on tax-deductible moving expenses, consult an accountant or tax specialist.
4. Check with the post office for any mail being held and ask for delivery to start.
5. Have your medical and dental records transferred after selecting a family physician and dentist.
6. You may want to select an attorney to discuss laws pertaining 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 and the like. Most laws affect a family as soon as residence in the new state and city is established.
7. Register to vote.
8. Locate the selected schools. Take the children, introduce yourself and register them.



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RE/MAX Premier



Offices in Fairfax and Dulles
13135 Lee Jackson Highway, Suite #115
Fairfax, Virginia 22033

Tel: (703) 480-2705

Fax: (703) 818-3075

E-mail: mcaltomare@remax.net

www.TheAteamSellsVA.com