**MOVING CHECKLIST**

**Moving out Plan**

Having a plan for move-out day will streamline the process and ensure that you make the best use of all your resources when they are available. You should have a timeline handy and a checklist of important items for anyone who will be assisting with your move including movers, friends, family, or other members of your household

[ ]  Check in with your mover and confirm arrival timing.

[ ]  Prepare a cooler with water and snacks.

[ ]  Make it a point to be on hand to see that all your goods are loaded; remain close by until loading is complete. After making a final tour of the house, check and sign the inventory list. Be sure to get your copy from the van operator and keep it safe.

[ ]  Check in with your move coordinator and ask any remaining questions about your moving services.

[ ]  There will be some necessary paperwork on the big day:

**High-Value Inventory form:** complete and sign stating whether items of extraordinary value are included in the shipment.

**Bill of Lading/Freight Bill:** includes the terms and conditions under which your goods are moved and is also your receipt for the shipment.

**Extraordinary (Unusual) Value Article Declaration:** If applicable, check this box on the Bill of Lading.

[ ]  Give the van operator the exact destination address.

[ ]  Be sure to let the van operator know how you can best be reached, pending the arrival of your belongings.

[ ]  Leave a nice welcome note for the incoming residents.

[ ]  Make sure you have all the items you don’t want moved in a separate area of your home or in your vehicle. Make sure to note these items to your movers.