

# countdown

## to a successful move.

We suggest that you start the moving process at least four weeks before your scheduled move date. This will provide you with plenty of time to complete all of the details that accompany moving.

### 4 weeks

- File a change of address form with the Post Office.
- Notify creditors, magazines and book/music clubs of your new address.
- Retrieve your family's medical records and ask doctors and dentists to recommend a colleague in your new city.
- Decide which items can be sold, discarded or donated to charity.
- Complete your own inventory of each possession, including date purchased and estimated value.
- Notify the local utilities at your origin/destination to have service turned off/on as needed.
- Notify your children's schools, your church and other organizations of your impending move.

### 3 weeks

- Decide which items you will be packing yourself.
- Sketch out a general floor plan of your new home to determine the placement of furnishings.
- Make a list of important names, addresses and phone numbers, and be sure to take your phone book with you.
- Notify Olympia if anything about your move has changed (dates, etc.).
- Make arrangements to move your plants and pets.
- Contact your bank and transfer the contents of your safety deposit box.
- Check your homeowner's policy to see if moving is covered by your insurer.
- Transfer insurance to cover fire, theft and personal property at your new home.

### 2 weeks

- If shipping an automobile, top off fluids like oil and antifreeze, but make plans to have the gas tank less than half-full.
- Plan your own trip to your new home and make the necessary travel arrangements for your family.
- Arrange for the proper servicing of all appliances at your origin and destination.
- Safely dispose of flammable items such as gasoline, matches, bleach, cleaning fluids and aerosol cans.
- Discontinue regular services like newspaper delivery, trash pick-up and lawn service.
- Finalize your plans for larger items (TV antenna, swing set, trampoline, etc.).

### 1 week

- An Olympia Customer Service Representative will contact you to confirm the date of the move. At this time you should evaluate your progress with packing and let us know if you need our help. We can provide several packing options to ensure you are ready on time.**
- Arrange for the payment of your Olympia driver at destination. Unless your move is being billed to your employer or previous credit approval has been secured, payment by cash, certified check or money order is required before unloading.
- Transfer bank accounts so you don't lose any interest.
- Make arrangements to disconnect/connect local phone service at your origin/destination.
- Determine which items you will be taking with you (jewelry, etc.). Pack and set them aside in a designated area.
- Use up all frozen foods or give them away.
- Drain the fuel from lawnmowers and other gas-powered equipment.

### 2 days before

- An Olympia Customer Service Representative will contact you to confirm move start time and review last minute details. Our representative will ask you for your decision on valuation. If you have not decided, a handout explaining the different levels of protection can be found in your Olympia Moving & Storage moving kit.**

### 1 day before

- Pack a box of things you'll need as soon as you arrive at your new home. Take this box with you, or have your Olympia driver load it last and unload it first.
- This is usually the day packing is done; verify all packing services have been performed before signing for them.
- Defrost, clean and dry your refrigerator.

### moving day

- Plan to be at your current home when our driver arrives and throughout the loading of your shipment. If you're not able to be there, make sure the driver has the name and number of the person you've designated to oversee the process.
- Check the condition of your goods as they are inventoried and loaded.
- Make a final tour of your home/property and verify that nothing has been overlooked.
- Sign the Bill of Lading, double-checking that your new address and phone number are correct.
- Lock all doors and windows and turn off all switches.

### Moving in...

- If possible, arrive at your new home a day early to make sure utilities are connected.
- Plan the placement of major items in/around your home.
- Be on hand to pay the driver prior to the unloading of your goods.



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**Olympia Moving & Storage offers free on-site estimates.**

### during the agent visit

- Point out all items to be moved.
  - Express any particular concerns.
  - Discuss pre-move preparation and your packing needs.
  - Our professional staff can answer any questions concerning the move during normal business hours.
- Please call **(617) 926-5555**, or email **info@olympiamoving.com**.

## 2 weeks

- Obtain sufficient Valuation from Olympia. The Commonwealth of Massachusetts requires all licensed moving companies to offer liability protection of \$.60 per pound per article. For an additional fee, Olympia Moving & Storage offers two additional options. If you have not already made a valuation decision, please contact our office to discuss the choices available to you.
- Reserve the elevator in your building. Elevators often need to be reserved through building management. Make sure the you have reserved an elevator before the day of your move. Please alert our office of any time restrictions with regards to elevator usage.
- Obtain a parking permit. If you require a parking permit, notify your Relocation Consultant as soon as possible. Olympia Moving & Storage will obtain the proper permit for you. All permit charges (and any parking fines incurred during the move) will be added to your bill.
- Certificates of Insurance. Olympia Moving & Storage can send Certificates of Insurance to the property managers at both your old and new buildings. Check with them to see if they are required.
- Contractors. If renovations to your new office are not completed by the time you are ready to move in, be sure to coordinate with our contractor to clear access for our movers. Remove all dumpsters and excess waste from loading zones.



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**All International relocations include professional packing services, the loading and unloading of your container and delivery from residence to residence. If you have additional questions concerning the pre-move preparation, or the relocation process please call our office and we will be happy to assist you.**

### 4 weeks

- Order packing supplies from OMS using form on page 3, and schedule their delivery.
- Clean out closets, attic, & basement areas; call to have unwanted items picked up or thrown out.
- Organize a yard sale.
- Confirm your move date, if not already done.

### 3 weeks

- Start packing items not used regularly ie: china, out-of-season clothing, items in the basement & attic.
- Check with children's school to see if records are needed for new school.
- Schedule new service with phone company the day before move; schedule disconnects the day after.
- Schedule/disconnect cable service. Notify utility companies (gas, oil, water/sewer, electric, cable TV) of move.

### 2 weeks

- Start packing books, excess kitchen items, toys, closets.
- Fill out change of address forms at local post office.
- Notify banks and all financial account of change of address; order new checks.
- Finalize times of closings with real estate office/attorney.
- Secure parking permits needed, and secure building elevators if needed.
- Pick a liability option and notify your Olympia agent of your selection.

### 1 week

- Finish packing all household items.
- Reconfirm all notification calls made during Week 3.
- Have children involved in packing their own rooms.
- Confirm move date if not already done, and reconfirm all details of closing.
- Call Olympia with phone numbers to new address.

### last minute details

- Finish packing last minute items.
- Walk through the house to make sure no items are left behind after move.
- Have payment ready.

