**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.