



Make This Your Finest Move Ever!

Enclosed is a list of helpful suggestions to guide you through your upcoming move.

- ✓ A contact phone number is required in order to coordinate with you, or your designated agent, throughout the moving process.
- ✓ The following items **CANNOT** be packed or loaded onto the moving van:
 - *AEROSOL CANS, AMMUNITION, BLEACH, CLEANING SUPPLIES, COMBUSTIBLES, CORROSIVES, FIREWORKS, HERBICIDES, LITHIUM-ION BATTERIES, PAINTS, PERISHABLE ITEMS, PESTICIDES, PROPANE TANKS, PLANTS OR SCUBA TANKS*
- ✓ It is recommended that you remove the items listed below from your residence prior to the crew arriving to pack/load your household goods. The items will not be covered by the carrier's protection plan.
 - *BIRTH CERTIFICATES, SOCIAL SECURITY/MEDICARE CARDS, PASSPORTS, CHECKBOOKS, CELL PHONES, COINS/CURRENCY, IMPORTANT PAPERWORK (DEEDS, BONDS/STOCK CERTIFICATES, INSURANCE DOCUMENTS, TITLES AND TAX PAPERS), JEWELRY AND PRECIOUS STONES, MEDICATIONS, MEDICAL DEVICES, ITEMS USED TO TREAT OR ASSIST AN INDIVIDUAL WITH A DISABILITY, ITEMS USED FOR THE CARE OF A MINOR CHILD, LAPTOPS, TABLETS AND ALL RELATED PHONE/COMPUTER CHARGERS*
- ✓ The moving team is not permitted to remove any article permanently affixed or secured to the property. If you plan to take any of these items, please make arrangements to have them removed from the walls before the crew arrives.
- ✓ To protect your belongings and avoid accidents, all motorized products, such as lawn mowers and other applicable machinery, must be drained of gasoline and oil. Automobiles are recommended to have a quarter of a tank or below.
- ✓ Outdoor heaters or gas grills without propane tanks can be moved. Even if purged of gas, propane tanks cannot be shipped.
- ✓ All printer ink cartridges and copier toners, both liquid and powdered, need to be removed from all copiers/printers and secured in a leak proof package.
- ✓ Plants are considered perishable and will not survive inside the moving van. Agriculture laws may prohibit their transport into and out of certain jurisdictions. The driver has the final right to refuse plants and will not be liable for any damages to plants.
- ✓ It is required that you, or your designated agent, participate in the inventory process during the loading and delivery of your shipment. The driver will list the condition of your items along with a total box count. On the load date, you are required to verify the accuracy of the inventory list. It is also your responsibility to make sure that everything has been loaded from the residence that is intended to be shipped. You, or your designated agent, are also



required to review and sign off on the inventory list at destination to confirm that all of the items have been delivered. At this time you, or your designated agent, may note any items that may be missing.

- ✓ Refrigerators and freezers must be defrosted and allowed to dry 12 to 24 hours prior to loading. All frozen items are to be removed. We suggest wiping the interior dry to protect the unit from mold or mildew. To avoid an unpleasant odor, place a stocking filled with charcoal or fresh coffee grounds in each compartment.
- ✓ Appliances such as washers, dryers and icemakers must be disconnected and serviced before they are transported. Front loading washing machines cannot be moved without the factory required stabilizers. For a fee, you may request a third party service to take care of the required disconnections. Third party disassembly charges at origin do not include reconnection at destination.
- ✓ Mechanical failure of electrical items is not covered under normal valuation (transit protection) unless there is transit-related external damage to the electronic component. (External damage equates to scratches, dents, scrapes, gouges or breakage.) Please contact us with any questions regarding transit protection and the coverage of electrical items when you move.
- ✓ Waterbeds, grandfather clocks, pool tables and hot tubs may require special packing or servicing. Confirm that you have notified your Relocation Consultant of your intention to move any of these items.
- ✓ Before your move, we suggest that you back-up your computer systems. Plan to personally transport your back-ups. Remember your valuation (transit protection) on software only covers the replacement disk and not the stored data.
- ✓ All of the items to be moved must be accessible to the crew. Items in crawl spaces, attics or temporary storage areas should be brought to an accessible area in your home.
- ✓ Walkways must be clear of snow, mud and plant debris. For safe truck access, low limbs on trees must be removed or a shuttle service may be required.
- ✓ Pets need to be kept in a secured area while movers are working. Place a note on the door "Animals Inside - Do Not Open!" Please keep your pets safe throughout the moving process.
- ✓ Place the items you DO NOT WANT the movers to pack in an empty closet or secured area. Clearly label this area to notify the movers that these items will be taken care of by you.

A move is a very unique and personal experience. Good planning, preparation and cooperation will help make this your finest move ever. If at any time you have questions or require assistance, please contact us directly at 858.513.3800. Thank you for selecting Atlas Transfer & Storage for your moving needs. We appreciate your business.