

AAA Moving & Storage is committed to delivering quality service to our customers. Whether moving across town or to another city, we want to make your move as smooth as possible. We know that while exciting, moving can also be a hectic process. The best way to ensure a successful and cost effective move is to plan ahead. We have put together tips and suggestions to assist you with your move.

## **Preparing for the Move**

### **Keeping Track of Information**

Creating a “move file” before you begin will help you keep track of all moving estimates, receipts, appointments, and other paperwork related to your move. Keep this file handy throughout your move.

### **Change of Address**

There are many people and organizations that need to know your change of address. Below is a checklist that will assist you with this effort.

### **Getting Organized**

- Accountant
- Automobile Association
- Bank
- Book Club
- Business Associates
- Cable/Satellite TV Service
- Cellular Phone Service Provider
- Charity/Non-profit Org.
- Church
- College
- Credit Card Companies
- Daycare
- Dentist
- Doctor
- Driver's license
- Dry cleaning
- Electric Company
- Employer
- Finance Companies (Car Loan)
- Frequent Flyer Clubs
- Friends and Relatives
- Garbage Collection Service
- Gas Company
- Golf Club
- Government (Tax Records, Etc.)
- Hair Stylist
- Health and Hospital Insurance
- House Cleaning Service
- Insurance – House, Auto, Life
- Internet Service Provider
- Investment
- Laundry Service
- Lawn Maintenance Service
- Lawyer
- Library
- Mail Order Accounts
- Movie Rental Clubs
- Newspapers
- Pet Groomer
- Pharmacist
- Pool Maintenance Service
- Post Office
- Professional Associations
- Real Estate Agent
- Schools
- Social Security Administration
- Sports Clubs
- Stockbroker
- Telephone Company
- Unions
- Vehicle Registration
- Veterinarian
- Volunteer Associations
- Voter Registration
- Water Company

You may not need to move everything you own to your new home. A general rule of thumb is if something hasn't been used in over 12 months; seriously consider selling or donating it. It is often profitable to have a garage sale to sell your unneeded or unwanted items. Some goods may be sold through a local consignment shop. For more valuable items, you may want to place an ad in the classified section of your local newspaper.

You may consider donating unwanted items to your favorite charity. Many churches and schools, as well as national organizations such as the American Red Cross, the Salvation Army, and Goodwill accept donations of goods. When you donate items to charity, request and keep an itemized receipt. Your donation may qualify you for a tax deduction.

## **Packing Up Your Home**

AAA Moving & Storage offers packing as a service. Our professionals are experienced packers who take great pride in caring for your valuables. One of our sales professionals will be happy to provide you with an estimate. However if you decide to pack yourself, please refer to our “Tips on Packing” brochure for helpful hints and suggestions.

### **Boxing is Key**

Boxing items is a key feature when trying to utilize your space wisely. The secret to packing is making certain you have the right packing materials. AAA Moving & Storage offers boxes and other packing materials for a nominal

fee. Ask an AAA professional for a list of available inventory with prices. These materials can be purchased at our warehouse or delivered to your home. All AAA vehicles are quipped with a small supply of materials, as well.

Try to box everything. Boxed, square items usually stack better than those not boxed. Take the time to package your belongings properly. The better you package your belongings the better they will travel.

### **Materials List**

**Large plastic trash bags** - Trash bags are a good thing to have around not just for throw away items, but for covering materials that may get dirty or dusty.

**Small plastic bags** - Zip lock bags can be used to secure small items such as nuts and bolts.

**A "move" notebook and pen** - It is a good idea to pack one room at a time labeling each box with the room name (i.e., Kitchen, Bathroom, etc.) and a number (i.e., Kitchen - #1). As you complete packing each box go to your notebook, record the room name and the box number, and list the contents of the box.

**Black felt markers** - Black felt markers are the best for labeling boxes. Draw arrows on the boxes to show movers that certain boxes need to stay at an upright position. Also items that could be shaken or damaged by shifting weight needs to be recognized by writing FRAGILE on all four sides of the box.

**Utility knife and scissors** - You will need a utility knife and scissors for cutting cardboard and other packing materials.

**Packing tape & tape dispenser** - Using proper packing tape is very important. Other kinds of tape such as duct tape or masking tape do not adhere well to cardboard boxes.

**Packing boxes** - Packing boxes are available in different sizes. Remember to put heavy items in as small a box as possible.

**Packing paper** - If you use old newspapers to wrap your belongings and wadded up newspapers to fill in empty spaces in your boxes be prepared for the ink to rub off on your hands and also to rub off on anything else the newspapers comes in contact with. Use clean white newsprint to ensure the cleanest pack job possible. It is a relatively inexpensive investment to protect your personal belongings during the move.

**Moving pads** - AAA will provide moving pads to protect wooden furniture items, upholstered furniture items, and large appliances during the move. You may find blankets and quilts to be useful to you for items that you have elected to move.

**Bubble wrap** - Bubble wrap is sold by the foot or yard and is available in various bubble sizes ranging from small to large. Smaller bubble size is recommended for delicate, lightweight items such as picture frames, glass or porcelain vases, crystal, glassware, figurines, and knick-knacks. Larger bubble size is recommended for heavier items such as electronic or stereo equipment components, paintings or sculptures.

**Packing peanuts** - Packing peanuts are sold by volume, by the box or in bags. Peanuts are good filler when boxing delicate objects. They are also great for packing electronics or other items that could get damaged during your move.

**Stretch wrap** - Stretch wrap is sold by the roll, in both small and large sizes. This is a handy wrap ideal for bundling and securing all types of household items. Stretch wrap is very strong and form fits to any item you wrap. It sticks only to itself leaving no adhesive residue on other items.

**Mattress bags** - Mattress bags keep your mattress and box springs free of dirt, dust and possible water damage. Dust can settle deep into the mattress fibers during a move or while in storage.

## **Moving With Children**

Moving can be stressful for a family, especially for children. If moving across town or to a new city, children are often anxious about leaving their friends and neighbors, attending a new school, and adjusting to a new community. Attention from parents before, during, and after the move can make a big difference in a child's adjustment to their new home.

**Getting ready** - Encourage your children to express their feelings about the move. Making a list of phone numbers and addresses of friends can often reassure children that they will be able to stay in touch with their friends.

Take your children to see their new home before you move. A walk around your new neighborhood will make them feel more comfortable with their new home.

**Packing** - Involve your children in the packing. Use this as a time to clean out their toy chests and closets. Encourage them to donate infrequently used items to charity. Let your children pack a bag or backpack of special items, such as blankets or toys, which they will want to keep with them during the move.

**Stick to your routine** - Staying with your usual schedule, as much as possible, during the moving process, will allow your children to be less anxious.

**Moving day** - If you have young children who may be underfoot during the move, it may be safer for them to stay with a friend, family member, or neighbor.

**After the move** - Don't rush to unpack immediately. Spend time with your children helping them get acquainted with their new home and neighborhood. Involve them in unpacking their belongings and arranging their room.

## **Moving Your Pet**

The Human Society has the following suggestions on moving your pet.

**Plan ahead** - Advance planning will make your move less stressful on you and your pet. Pack over a period of time, and try to maintain your pet's normal routine.

**Invest in a high-quality, sturdy pet carrier** - If you have a dog or cat that you want to keep safely confined on moving day, get a carrier ahead of time and gradually accustom your pet to spending time in it.

**Purchase a new ID tag for your pet** - As soon as you know your new address, get a pet ID tag that includes your new address and telephone number. An up-to-date ID tag is a lost pet's ticket home.

**Keep your pet secure** - On moving day, place your pet (whether in the carrier or not) in a safe, quiet place, such as the bathroom, so that he or she cannot escape. Place a large sign on the door that says, DO NOT ENTER, and be sure that friends and movers are aware that the room is off-limits.

**Make your car trip safe** - If you're traveling by car and your dog enjoys car travel, you may want to accustom him to a restraining harness. Because most cats aren't comfortable traveling in cars, it's best (for their safety as well as yours) to transport them in a well-ventilated and securely placed carrier. Never leave pets alone in a parked vehicle during warm weather as the temperature rises quickly and can injure or kill them. In any season, a pet in a parked vehicle is vulnerable to being harmed or stolen. Never put an animal in the trunk of a car, the open bed of a pickup truck, or the storage area of a moving van.

**Talk to your veterinarian** - If your pet doesn't enjoy car rides, consult your veterinarian about behavior modification or medication that might lessen the stress of travel. Depending on your destination, your pet may also need additional vaccinations, medications, and health certificates.

**Find hotels in advance** - Listings of pet-friendly hotels will help you find overnight lodging during your move.

**Plan ahead for air travel** - Check with your veterinarian, the U.S. Department of Agriculture, and the airline if your pet will be flying. Also be sure to check out our online tips for traveling with your companion animal. You will need to take precautions to ensure your pet's safety, so give yourself ample time to work out all the arrangements.

**Prepare your new home** - Take with you all the familiar and necessary things your pet will need from day one in your new home: food, water, medications, bed, litter box, food and water bowls, and health records. Also have on hand a recent photo of your pet, for use if your pet becomes lost.

## **Moving Day**

AAA moving & Storage is committed to making your move, whether across town or to another city, successful and efficient. Below are a few tips for making the move as smooth as possible.

### **Local Moves:**

Before the move starts have all private and personal items that AAA will not be moving removed from your home or set aside. Have all boxes that are not to be placed on the moving truck clearly marked.

Have your personal vehicles moved to ensure a safe and efficient place for the moving truck to be parked during loading.

Group boxes by size and location. It will save the movers' time.

Have your contact numbers available for the driver. A mobile number is the most effective way to communicate during the move.

Have a personal check or cash ready to pay the driver at the completion of move.

Stay with the movers during the loading and unloading to assist with any questions.

Have pets in a safe place, away from the movers.

Have children attended too while the movers are moving.

### ***In-State/Out of State:***

Before the move starts have all private and personal items that AAA will not be moving removed from your home or set aside. Have all boxes that are not to be placed on the moving truck clearly marked.

Have your personal vehicles moved to ensure a safe and efficient place for the moving truck to be parked during loading.

Group boxes by size and location. It will save the movers' time.

Have your contact numbers available for the driver. Mobile phones are the most effective way to communicate during the move.

Provide the driver with written directions to your new home.

Have cash, certified check, or credit card ready to pay the driver before unloading at destination.

Make sure that your new home will be accessible when the movers arrive.

Please stay with the movers during the loading and unloading to assist with any questions.

Have pets in a safe place, away from the movers.

Have children attended too while the movers are moving.