GOVERNMENT BILL OF LADING NUMBER:

6 WEEKS BEFORE YOUR MOVE:

- Do a complete home inventory: what stays and what goes?
- Start a move out checklist of repairs, replacements and cleanup required by buyers or inspectors
 - Make an inventory of possessions and valuable items (take pictures or videos). Get appraisals for antiques or collections. *Note: the government does not pay for appraisals, but they are highly recommended in the event of loss or damage. To learn more, <u>click here and</u> <u>reference 'Valuable Tips' section.</u>
 - Organize personal records like birth certificates, insurance papers or warranties in your moving binder
 - Obtain copies of school and medical records
- If needed, start looking into child care options at your destination
- If you have school-age children, check school schedules and enrollment requirements at your new location





GOVERNMENT BILL OF LADING:

Set aside items you wish to sell for posting to an online marketplace, or a garage sale	
Donate designated items to charity	
Label all audio, video and computer cables and take pic for easy reassembly	ctures
Obtain copies of school and medical records	





GOVERNMENT BILL OF LADING:

4 WEEKS BEFORE YOUR MOVE:

File your change of address with the U.S. Postal Service
Make arrangements for transporting plants and pets.
Plants are not allowed to be shipped in household goods

or baggage shipments

Contact utility providers and insurance companies

Collect items you've lent to friends and family

Record serial numbers of electronics and other important equipment

Clean out your attic, crawl space or similar storage area. Note: Crews are not required to go into an area that is not accessible by a permanent stairway, adequately lighted, does not have a permanent floor or does not allow them to stand upright

Make a list of whom to notify of your move and forwarding address

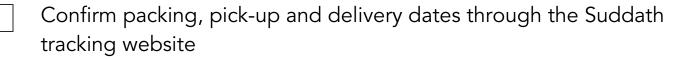




GOVERNMENT BILL OF LADING:

2 WEEKS BEFORE YOUR MOVE:

Confirm your change of address with the US Postal Service



Sketch a layout of your new home to show movers (or yourself) where to place heavy items and rugs, so you won't have to rearrange them later

Declutter your current living space or quarters

If you are an active service member making use of military weight allowances, separate your professional books, papers and equipment (PBP&E). These items will be listed separately on your shipping inventory

Review "Relocation Resources from your TSP" email. Note: this email provides you with information on how to track your shipment how to contact us, as well as other helpful resources for moving day



GOVERNMENT BILL OF LADING:

1 WEEK BEFORE YOUR MOVE:

Settle all outstanding accounts with local businesses

Set aside items you're taking with you. We recommend designating a small area such as a bathroom, closet space or car for these items

Collect items you've hidden, like spare house or car keys

Get medications refilled

Ensure Suddath has the correct contact information, and your preferred method of communication on move day

Sweep, mop, wipe-down and clean your current home as necessary

Remove wall accessories such as drapery rods, mirrors, pictures, small appliances, food and utensil racks

Drain water from garden hoses, and oil and gas from lawn mowers and gas operated tools. Disconnect spark plugs.

Dispose of flammables such as fireworks, cleaning fluids, matches, chemistry sets, aerosol cans, ammunition, paint and thinners.

Remove outside TV antennas and disconnect satellite dishes

Remove air conditioners from windows

Drain water from hot tubs and waterbeds



GOVERNMENT BILL OF LADING:

1 WEEK BEFORE YOUR MOVE (CONT):

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Clean refrigerator and freezer and dry for 1-2 days with doors open to avoid musty odors and mold. Place several charcoal briquettes in a stocking or sock in both the freezer and refrigerator



Discard partly-used cans/containers of substances that may leak. Carefully tape and place in individual waterproof bags any jars of liquid you plan to take with you

Disconnect gas and electrical appliances. Moving companies are NOT required to perform disconnects or reconnections

If you have multiple shipments and/or a Personally Procured Move (PPM), separate these items and distinctively mark accordingly

Remove old TSP markings and stickers from furniture, boxes and cartons



MOVING DAY

Designate someone to be present during packing and loading. You or an authorized releasing agent (18 years or older) must be present during the full duration of services.
Do not have dirty dishes in the kitchen, or dirty clothes in hampers. Take all trash out of the house Ensure pets are safe and secure before movers arrive. If necessary, ask a neighbor to keep them for you if you haven't made boarding arrangements
Let packers know if any closets or rooms are off-limits, or contain items they shouldn't pack. Put a sign on the door as a reminder
Make sure the packers are aware of any military weight allowance items (PBP&E) as the weight of your professional items will not be counted into your weight allowance
Secure your cash, jewelry, important documents, checkbook and other valuable items, and carry them yourself
Check the entire house before releasing the packers, to make sure nothing has been left behind
Leave garage door openers and keys for the next owner
Be sure to obtain a copy of the government bill of lading (GBL), the DD-619 (if CONUS), and the Household Goods Inventory from the packers before they leave the residence
Ensure the inventory is accurate and complete. Keep a copy with other important records you are hand-carrying in your moving binder. Do not sign anything until you read, understand and agree with it



GOVERNMENT BILL OF LADING:

DELIVERY DAY

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Pre-determine where you want furniture placed. Crews are authorized to do a one-time furniture placement and will not relocate items afterwards

Advise your TSP if requesting a full/partial unpack and debris removal. If you wave the debris removal on delivery day, the crews will not be authorized to return a different day



Be available between 8 a.m. - 5 p.m. If you're not available, please designate an authorized receiving agent (18 years or older) to be available for the duration of delivery

Check off items on the inventory as they are received into your home

Sign off on delivery paperwork upon completion. Make sure to list any damaged or missing on 1850. Do not sign anything until you read, understand and agree with it.

GOVERNMENT BILL OF LADING:

GENERAL TO-DO:

