

Members Responsibility Checklist

THIS FORM IS DESIGNED FOR YOU TO HAVE HANDY DURING YOUR MOVE. A GOOD MOVE DEPENDS LARGELY ON HOW MUCH YOU GET INVOLVED AND HOW WELL PREPARED YOU ARE WHEN THE MOVERS ARRIVE. THE CHECKLIST BELOW IS A GUIDE TO PREPARE FOR THE CARRIER AND MAY BE USED AS YOUR RECORD OF TASKS ACCOMPLISHED.

THINGS YOU MUST HAVE ACCOMPLISHED BEFORE THE MOVERS ARRIVE:

- Remove your TV antenna. Use caution if near electrical lines.
- Empty, defrost, and thoroughly wash/dry the inside of a refrigerator and freezer. Disconnect icemaker. These appliances need at least 2 days to dry out if mildew is to be kept to a minimum in transit or in storage. After cleaning, leave doors open. You might place one charcoal briquette, baking soda, or kitty litter inside refrigerator and freezer to absorb moisture.
- Remove window air conditioners.
- Disconnect all electrical components, such as stereos, computers, printers, televisions, and VCRs.
- Assure that appliances such as washer, dryer, dishwasher and cooking stove are disconnected before movers arrive. If plumbing, electrical, or carpentry work is needed to disconnect these appliances, you must arrange for the work and pay all necessary charges.
- Drain water from washing machine and waterbed.
- Dispose of perishable foods or foods that will spill.
- Dispose of worn out and unneeded items before the move to avoid wasteful packing, moving, or storage expenses.
- Remove pictures, curtain rods, and mirrors from walls when the packers are ready to pack these items.
- Dismantle outdoor play equipment and outdoor structures such as utility sheds, playhouses, and swing or gym sets. Any prepacked boxes must be opened for carrier's inspection.
- Remove personal property from an attic, crawl space or similar inaccessible area within the residence.
- Items not authorized in personal property shipments are motor vehicles, airplanes, mobile homes, camper trailers, farming equipment, cordwood, building materials, chain link fencing, explosives, corrosives (batteries), or hazardous materials such as paints and aerosol cans.
- Drain gasoline from lawnmowers and motorcycles. Disconnect motorcycle battery. (Battery is accepted **only** with motorcycles to be shipped, but not for long term storage.)
- Remove all stickers from previous moves.

PACKING AND PICKUP

The carrier is required to arrive at your residence between the hours of 0800-1700. They must leave your residence by 2100 hours unless you authorized them to remain longer. If the carrier should arrive and you or your agent are not at home, you may be charged for an attempted pick up. You are the best judge of whether you are receiving a quality move, so it is important that you be on the scene. Some points to remember:

- Have your house organized as much as possible. Distinctly mark storage items not to be packed, and so on.
- Segregate your professional items. Be sure they are identified on the inventory as professional books, papers or equipment.
- Do not leave passports, airline tickets, cash, jewelry, or other expensive items unguarded. Keep these items locked in your car or leave with a friend or neighbor.
- Assure that each carton and unboxed item has an inventory tag and appears on the inventory.
- Watch your items being wrapped and packed. Make sure heavy items aren't packed with, or on top of, light items. If the packers tell you an item must be taken to the warehouse to be packed, they must get prior approval from the government inspector.
- Read your inventory carefully before signing. Look at it from time to time while inventory is being prepared.
- Do not argue with the carrier. If you have a problem, call a government inspector at (703)806-4900 or 1-800-762-7186.
- Do not sign anything until you read and understand it. You must be provided with a legible copy of everything you sign. Never sign a blank form, an incomplete form, or a form that you can not clearly understand.