

Pre-Move Checklist

Before you move, make sure you:



Review Your Moving Guide

- o Be moving ready. Have a game plan for the move out and move in.
- o If you are packing, have everything packed before VVT arrives on moving day.
- o Review the checklist inside your moving guide.

Select Your Valuation Coverage

- o Only the basic \$.60/lb. is included; additional coverage is recommended.
- o To purchase additional coverage, see your Moving Guide: Protecting Your Items.
- o If purchasing additional coverage, a minimum of \$6/lb. is required. For example, if moving 5,000 lbs., the minimum coverage would be \$30,000.

Payment and Scheduling

- o The deposit to schedule your moving date is 50% of the estimated moving cost or flat rate cost.
- o Final payment is due upon delivery of items and completion of move. Billing arrangements must be pre-approved.
- o Cash, check and all major credit cards are accepted. A 3% convenience fee applies to all credit card transactions.

Keep the Office Informed of Changes

Please notify the Office if there are changes with any of the following:

- o Dates or times of closings
- o Additional stops
- o Amount being moved or packed other than what was originally estimated
- o Other relevant information - limited elevator access, parking issues, etc.

Cancellation/Refund Policy:

A refund for a deposit will be given for any cancellation made at least 14 days before the move date. Refunds will NOT be given for any cancellation made within 14 days of the move date.