



Reads Moving Guide

see how easy moving can be

step-by-step manual for smooth moves

www.readsmovers.com

free

Reads Guide to Residential Moving



This guide to moving has been prepared by Reads Moving Systems, an Atlas Van Lines Agent. This Guide is intended to serve as a planning tool for you and your family as you prepare to relocate. We have

developed this Guide so that it can be used throughout the moving process. If you have any questions about issues presented in this Guide, please feel free to contact Reads Moving Systems to discuss them at any time throughout your move.

Reads must provide you and possibly your employer with an estimated cost of moving services before your move, so it is important that we work together. We are pleased to provide you with a superior move and one that is also cost effective for your employer.

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Residential Survey

The first step in planning for your move is to arrange for a surveyor to visit your home and document all of the items that will be moved. With the help of the surveyor, Reads Moving Systems will be able to determine the services that you require, and the weight of your shipment. With this information, Reads will prepare an estimated cost of your relocation.



Your surveyor will be addressing the following points and issues In order to prepare an accurate, cost effective estimate:

- **Identify items that require special handling.**
 - High value items such as antiques or glassware
 - Objects that have great sentimental value
 - Items that must be taken apart in order to be moved
- **Identify items that are at another location.**
 - Items in a storage facility or office
 - Items out of your home for repair or cleaning
 - Items being kept by family or the new home owner
 - Purchased items that are yet to be delivered
- **Show the surveyor every storage area and room.**
 - Attic
 - Basement
 - Porch
 - Patio
 - Sheds
 - Crawl space
 - All cabinets and closets
- **Identify large or bulky items:**
 - Cars
 - Boats or canoes
 - Motorcycles or lawn tractors

- Hot tubs, grand pianos, etc.
- **Discuss logistical needs with your surveyor:**
 - Do you need to move on a specific date?
 - Will you need your belongings stored prior to delivery?

Pre-Move Preparation



While we go out of our way to make your move as smooth as possible, there are a number of personal matters and issues that you will want to address. Below we have outlined a check-off list of tasks to help you remember many of the small details you will more than likely want handle as you prepare

for your move:

- Go through your home and discard any unwanted items. Contact a local charity that will pick up unwanted clothes, children's toys, and other household goods, or have a yard sale. Remember, it is often easier to dispose of items before you move, rather than try to find a place for unwanted items in your new home
- Contact your family's physicians, dentist, and other medical practitioners and arrange for the release of your medical records to your new physicians.
- Visit your children's schools and arrange for the transfer of school records.
- Contact your veterinarian and obtain copies of your pets' medical records. Also, it may be a good time to update pets' immunizations, since some states require a health certificate for entry.
- Notify personal insurance companies (auto, home, life) of your change of address and any coverage changes that may be required.
- Visit the post office to pick up one of their moving information kits that includes change of address cards, and mail forwarding request forms.
- Make travel arrangements for you and your family. If the family pets must be relocated and cannot travel with you in a car, please contact Reads and we can provide you with the names and phone numbers of pet relocation service providers.

- Arrange to disconnect utilities and other services. Be sure to have the meter read on the day your lease terminates or, if you are selling your home, on settlement day. Utilities to contact include: Electric; Fuel Oil or Natural Gas; Telephone; Newspaper; Water; Garbage; Cable TV.
- Contact utility companies and service companies in your new town and arrange for service connection.
- Notify credit card providers of your change in address so that receipt of your bills is not delayed.
- Contact your bank, credit union and savings associations to update account information or to arrange for transfer of funds to your new financial institutions. Close out safety deposit boxes.
- If you are changing employers, provide your current employer's payroll department with your change of address.

Preparation of Belongings

- Drain fuel and other fluids from mowers and other small engines.
- If your car will be loaded into the moving van, the fuel tank should be less than one quarter tank full.
- Drain water from garden hoses.
- Plan to use up food items that are in your freezer and pantry.
- Dispose of highly flammable items and ammunition. Aerosol spray cans, flammable paints and supplies should be given away or disposed of properly. Ammunition can be given to local law enforcement officials for proper disposal.
- Firearms can be relocated by the moving company, as long as strict federal guidelines are followed. Federal law requires that firearms be listed by serial number on the inventory of your shipment that will be taken prior to loading. However, cartons containing firearms must not have the contents identified on the outside. Be sure that firearms are set aside and that the movers are made aware of them, so that the serial numbers can be recorded.
- Have area rugs and window treatments cleaned. Leave rugs rolled and wrapped when they are returned from the cleaners.
- It is recommended that you personally transport very valuable items, such as fine jewelry, coin or stamp collections, credit cards, camera equipment etc... These

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items should be set aside, or packed with your personal belongings. If it is not convenient for you to move these items yourself, and you would prefer to have Reads handle your valuables, we recommend that you have the value of these items documented. In some instances, a formal appraisal must be performed before relocation. If you have receipts that offer proof of value of these items, they can serve as an alternative to an appraisal. Another option is to have your personal insurance agent attach a rider to your homeowner's policy to cover your valuables. If high value items are to be moved by Reads, your packers and driver should be made aware of them, so that cartons containing these items can be appropriately identified.

- We do not recommend that plants be moved in the van. They can be exposed to extreme temperatures and loss of moisture. You may want to plan to transport them yourself.
- Return library books and other borrowed items. Collect belongings that you have loaned to neighbors.

Packing Day



Packing day is when the process of moving gets underway. Reads packers will place all loose items into appropriate cartons. Packing and loading may be performed on the same day or, may be scheduled for consecutive days, depending on the size of your move and the amount of packing to be performed. If you

require a separate day for loading, items that you will need on your last night will not be packed until loading day.

Below are some final preparations and helpful hints for the day we arrive to pack your belongings:

- Be sure your dishwasher, freezer, refrigerator, washer, and dryer are empty.
- Unplug and thoroughly clean out your refrigerator and freezer. Prop open the doors so that they can begin to dry out. It is important to give your refrigerator at least 24 hours to dry so that molds and odors do not form.
- Empty and clean out garbage cans. Make sure all garbage is moved to the curb for removal. If trash cans are not able to be cleaned, you may want to leave them behind. Be sure to instruct the packers if this is your decision.

- Remove all bed linens from beds. Mattresses will be placed in special protective cartons.
- Leave glassware and kitchen items in cabinets and cupboards. It is easier for the packers to remove them as they are packing.
- When the packers first arrive, point out any items that will require special handling.
- Be sure to set aside items that you do not want the movers to pack:
 1. Important financial or real estate documents that you will need access to in order to complete the sale of your old home or the purchase of your new home.
 2. Items you may need for your family's travel - luggage, clothing, toiletries, airline tickets, travelers checks, maps, spare car keys, first aid kit.
 3. A telephone, so that you are able to connect it in your new home prior to the arrival of the movers. Carry the phone with your personal items.
 4. Valuables, plants, or any other items you will transport personally.
 5. Snacks, games, a special toy, or other items to make travel with the kids more comfortable.
 6. Any cleaning supplies you may need after the movers are finished.
 7. Set aside and show packers items that should be loaded last and unloaded first at destination (vacuum cleaner, coffee pot, cleaning supplies)

Loading Day



Whether your loading day has been scheduled for the same day we pack or soon thereafter, Loading Day is the day we carefully inventory and pack your belongings for the trip. Everything has been packed and the day has arrived for us to load the truck.

Our planning and coordination to this point, combined with your input have will have resulted everything being ready to load.

All you have to do is a final walk-through, checking every room and closet to make sure nothing has been missed. Here are a few important points:

- Phone and utilities should be left on through loading day. Disconnection of utilities and travel arrangements should be scheduled for the day after the movers have departed. We advise that you be present through the loading of your shipment.
- The driver is responsible for counting the number of cartons that have been packed and documenting the count on a Packing Services Report which requires your signature.
- The driver will have a Bill of Lading, which is the actual shipment contract document. We will need you to sign the Bill of Lading.
- If the driver has been required to perform any extra services, you will be asked to sign an Additional Services Performed Report. Additional services include, but are not limited to, the extensive disassembly of furnishings, utilizing an elevator in an apartment building or shuttle service because a truck cannot be parked close to your residence.
- Check to be sure that all of your belongings have been loaded into the moving van. After the truck is loaded and before the driver leaves, take a final tour of your home and check every closet, storage area, the attic and basement and around the outside of your home to make sure that no items have been missed.
- Be sure to inform your driver how you can be reached while he is in route, and at destination.

Delivery Day



In the moving industry we refer to agreed upon delivery dates as the 'delivery spread.' Your delivery spread dates will have been discussed with you prior to your actual move taking place. The delivery spread will depend on the distance that your shipment will travel

and the size of your shipment. Most drivers will attempt to notify you of their anticipated arrival, at least 24 hours in advance, so it is important that you provide your driver or Reads with a contact phone number where you can be reached in your new town.

If difficulties arise that prevent you from accepting delivery of your shipment within the agreed upon delivery spread,

please notify Reads immediately so that the driver can be contacted and rerouted.

In order to prepare for the arrival of your belongings, it is ideal for you to have access to your new home at least one day before your driver is scheduled to deliver.

- Utility services should be connected before the driver arrives to deliver your belongings.
- Have a simple floor plan prepared, so that you are able to tell the movers where to place your furnishings.
- We ask that you be available through the entire delivery process. It is recommended that you check off the inventory work sheets as you receive your belongings. This will allow you to confirm that all items are accounted for and document any noticeable damage on the inventory work sheet before the driver leaves, as well as make sure that items have been placed in the proper rooms.
- If unpacking services have been authorized by your company, the movers will take items out of the cartons, and place them on a table or counter.
- If you are unpacking your own belongings, please carefully unfold all of the packing paper used in cartons. Small objects, such as lids, silverware, figurines, and remote control devices, are often wrapped in individual sheets of paper and can be easily missed during the unpacking process.
- At the end of your delivery day, your driver will remove any packing material and debris that you would like to discard.

Claims



Fortunately, most moves are trouble free. However, there are times when loss or damage does occur. If you discover that items are missing or damaged you can file a claim through Reads.

Once you have completed all of your unpacking, make a list of any damaged or missing articles. Please do not throw away any damaged items. If you find a damaged item in a carton that you packed yourself, save the carton that you used along with the damaged item.

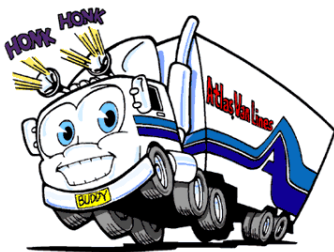
When you are ready to file your claim, contact Reads and ask to speak with our claims representative. The representative will promptly mail you a claim form.

When you receive a claim form, fill it out as completely as possible, retain a copy for your records, and return it to the customer service representative. Resolution of your claim will begin immediately upon receipt of your claim form.

In most cases, a repair service will be sent to your home to make an inspection and proceed with the restoration of a damaged item to its pre-move condition. If an item is unable to be restored, the repair firm will report back to the customer service representative for further assessment of the claim.

If items listed on your initial shipment inventory are missing, Reads will make every effort to locate these belongings. Restitution for unrecoverable and unrepairable items will be made to you in a settlement, according to the terms of your employer's contract with Reads and Atlas.

Moving With Kids



When a family is being relocated by an employer, it can be an exciting time, but it can also be a time of great anxiety.

The more familiar and comfortable children are with the moving process, the easier

it will be on the entire family. To help relieve some of the stress associated with moving, here are suggestions for involving children of all ages.

- Subscribe to the local newspaper in your new home town, and have it mailed to your current address. This will provide you and your kids with a chance to learn about activities and places of interest to children. You can learn about play groups, youth sports leagues, summer day camps, and the local swim club.
- Visit the library, or contact your new town's Chamber of Commerce to learn about events and places of interest. Make a list of fun things to do in the new town before your move, and schedule specific days for activities, so that kids can anticipate having fun.
- Register children to participate in activities in their new town before you move. Especially if you are moving during the summer months, day camps and youth activities provide children with an opportunity to make friends before they attend a new school in the fall.
- If you have older children, contact their new school to arrange for a pen pal. This suggestion is ideal for kids that must move in the middle of a school year, since it provides them with an instant friend upon arrival.
- If you have younger children that enjoy being read to, there are a number of books about moving that will help to explain the process, as well as some of the feelings that kids may experience. Reads stocks several books that can be provided to you at no cost, and your local library or book store may also have selections.
- Take pictures of your new home, and the surrounding neighborhood so that your children have an idea of what to expect. Older children can begin to plan how they will decorate their rooms or special play areas.
- Have a family 'Going Away House Party' for your old home. This will give children an opportunity to say Good-bye to their old house, and celebrate all of the good times they may have had at the home they will be leaving.
- Plan a visit with old friends at the new home, before the move occurs. If possible, arrange for a special friend of your child to travel to their new home for a visit. It will give your children something to look forward to after the move.
- Work with your children to sponsor a 'Kids Yard Sale.' This will serve several purposes. First, it will encourage your kids to dispose of unwanted items and outgrown toys before you move. It will also keep the kids involved with the pre-move clean-out process, and it will give them a chance to earn some spending money. Perhaps they can purchase a special game or toy to keep them amused when they travel, or for their new home or room.
- Have your kids put together a Travel Fun Box. They can decorate the outside of a cardboard carton with stickers, or pictures cut from magazines. Or, wrap the box in plain paper and it can be decorated with crayons. Inside the box, kids can pack a few special toys, or compact games and activities suited for travel. Travel snacks can also be kept in the box.
- Make a movie or picture book of the home you are leaving. Include neighborhood friends and favorite places in your film or picture book. Your Good-bye Movie or Scrap Book can be a happy reminder and a great show-and-tell for kids when they arrive at their new school.

Moving Pets (with kind permission of AtlasWorldGroup.com)



At Atlas, we want to make the transition to a new home as smooth as possible for every member of your family, including your family pet.

All pets require special attention and consideration when moving, and the essential ingredient to your pet's stress-free move is pre-planning. The following information outlines the points to consider when relocating with your pet. If you have other questions,

please consult your Atlas Agency Sales Representative.

Before You Move

Contact the State Veterinarian's Office or State Department of Agriculture requesting the pet laws and regulations of your destination state.

If you have a wolf, monkey, big cat, or any other large exotic animal, you will likely need a special permit to keep it. The state agencies listed at the end of this page can help answer your questions.

After complying with the state regulations, check with the City Clerk's office in your new community for local pet ordinances. "Leash Laws" are common, licensing may be necessary, and the number of pets per household may be limited. Many communities have zoning laws that prohibit you from keeping pets such as goats, pigs and chickens in residential areas. Also, cats, dogs, aquariums and exotic pets (iguanas, venomous snakes, tarantulas, ferrets, etc.) may not be allowed in apartment or condo complexes. Make sure your lease allows them on the premises before you move in.

Once you are sure your pet will be allowed in your new community and/or complex, request your pet's health records from your veterinarian. This information will help your new veterinarian provide better care for your pet.

Before your departure, make sure you have a recent photograph of your pet (in case the animal is lost), and the proper pet documents, such as:

A Health Certificate less than 10 days old. Most states require one for dogs. Many states require one for cats, birds, and certain exotic animals as well. Check with your veterinarian or one of the state animal-control agencies listed in the back to determine if your pet requires a Health Certificate. The certificate must be issued by a licensed veterinarian, and current inoculation records must accompany it.
A Permit. You may need to purchase a permit allowing your exotic pet to enter the destination state. Your veterinarian may assist you in applying for one.

Identification. Whether you are traveling by air or car, any pet that can wear a collar should have one on, with an ID tag secured to it. Birds may be identified by leg bands. The ID tag should include the pet's name, your name, and the destination address. In addition to ID, most states require dogs, cats and some exotic animals to have a rabies tag on their collars. Check with your veterinarian or one of the state animal-control agencies listed in the back.

Choosing A Moving Method

Now you are ready to relocate your pet but must decide how to do it. You can hire a professional pet-moving service to transport your four-legged family member or do it yourself. Movers are not permitted to transport pets, nor are buses or trains (Seeing Eye dogs are the exception for the latter two).

If your pet requires special handling when moving, you may consider using a professional pet service that can take care of everything for you. Your Atlas Agency Sales Representative can recommend a reputable service.

The Pet Carrier

The importance of a sturdy, comfortable carrier for your pet cannot be overemphasized. A carrier should be large enough for the pet to stand up, turn around, and lie down. It must have adequate cross-ventilation and a leak-proof bottom with layers of absorbent lining. It should have a secure closing mechanism on the door, but do not lock the kennel. Federal regulations require that your pet be accessible in the event of an emergency.

Most airlines have pet carriers available for purchase with advance notice (48 hours or more). These kennels meet all US Dept. of Agriculture (USDA) and International Air Transport Association (IATA) requirements for pet transportation. Pet stores also may have acceptable carriers for sale. Birds must be placed in durable pet carriers other than conventional bird cages.

Get your pet accustomed to the carrier several days before a flight or car ride by using it as a bed. Placing a favorite toy or blanket inside will make your pet feel more secure.

By Air

If you plan to fly your pet to its new home, first confirm that the airline allows animals. If it does, give notice when you book your flight that your pet will be traveling with you. Some airlines allow pets inside the cabin (first-come, first-served basis) if the pet is odorless, inoffensive, and kept in a USDA and IATA-approved container small enough to fit under the seat. Properly harnessed Seeing Eye dogs may sit at the owner's feet.

Pets not accompanied by the owner, or too large to travel inside the cabin, must travel air freight. Most airlines accept dogs, cats, birds and fish in air freight. But if you have a venomous snake or other exotic pet, it may not be allowed on

the plane.



Minimize your pet's stress by avoiding through-checking and plane changes. Moving your pet from one plane to another adds extra work, cost and stress to your pet's relocation. Remember to have all the proper documents and a recent photo

of your pet handy. You may need to bring your pet to freight loading two or more hours before departure. Mark the container with the animal's name and note if it bites. Write the words "FRAGILE. LIVE ANIMAL" and "THIS SIDE UP" clearly on the outside of the container.

For your pet's welfare and comfort on any flight, accompanied or not, be sure to:

- Feed your pet a light meal five to six hours before flight time; but, do not give it water two hours before take-off, except on very hot days. Do not feed fish for two to three days before shipping.
- Exercise your pet (on a leash) at the airport and administer any required medications. After placing your pet in the carrier, secure the closing mechanism and fasten the leash to the outside of the container.

Turtles — the easiest pet to transport — can be mailed overnight. Pack them in well-cushioned Styrofoam boxes with air holes and lined with soft grass or leaves. The box should not be so tight that the turtle cannot extend its legs or head. Write "FRAGILE. LIVE ANIMAL" and "THIS SIDE UP" on the box. Keep the surroundings moist, but not wet, by dampening a cloth and placing it inside the container. Fish — should be packed in plastic containers equipped with battery operated aerators and placed in strong boxes. Pets must be picked up from the airport within a reasonable time (usually within 24 hours of arrival). If not, they will either be returned to point of origin or placed in a kennel at the owner's expense.

Be aware that airlines may refuse to transport a pet if:

- It cannot be shipped within a 24-hour period,
- The ground temperature is below 45°F or above 85°F at either origin or destination,
- It is not in a USDA and IATA-approved container or without proper identification and certificates,
- The pet has been sedated, unless the drug name, dosage and how it was administered is noted on the carrier.

By Car

Car travel is the most common means of pet transportation. It provides a feeling of security for your pet (as well as for you), and it is less expensive. Again, advance planning is essential. Traveling with your pet can be a pleasant experi-

ence when you follow certain guidelines.

If your pet is not used to car travel, take it on short rides before the trip to help accustom it to the motion of the car. If your pet is prone to motion sickness, consult your veterinarian about medication to reduce or eliminate the symptoms.

Do not feed or water your pet for a few hours before you leave. After you are on the road, feed only once daily. Take a supply of water from home; different water on the road can cause upset stomachs for pets. Make frequent stops to water and exercise your pet, and keep your pet on a leash for its protection — and yours.

While riding in the car, do not let your pet hang out the window. Dirt and insects can fly into its eyes, causing irritation and infection. Keep power-windows locked to prevent your pet — especially cats — from lowering the window and jumping out. If your car is not equipped with air conditioning, leave the windows cracked 1" to 1 1/2". Pets need plenty of air, especially when it is hot, or when the animal is prone to motion sickness.

Small animals, such as gerbils, hamsters and guinea pigs are sensitive to hot and cold temperatures. A good guide is your own comfort zone; if you are hot or cold, chances are your small pet will be, too.

Try not to leave your pet in the car alone. If it is unavoidable, lock the car doors, crack windows for cross-ventilation, and leave water with your pet. Check on your pet frequently if you must leave it alone for very long.

Remove the water and food dishes of birds and other small caged animals to avoid messy spills while the car is moving. Feed and water these pets at stops along the way. Keep your bird's cage covered to help calm it. If you are transporting fish in plastic bags, do not put them in direct sunlight or cold drafts.

Hotel Stays

If you anticipate overnight stops, contact several lodgings along your route and confirm your pet will be admitted. No pet should be left in the car overnight. Most hotel chains have a toll-free telephone number available via your 1-800-555-1212 information operator. The reservation center may be able to assist you in finding hotels on your route that accept pets. Check your local library for pet-friendly lodging directories, or search the Internet. Snakes should be put into the bathtub and allowed to soak for about an hour once you have checked in.

If you leave your pet alone in a motel room, notify the management and hang the "Do Not Disturb" sign on the door.

When staying overnight on the road, be sure to have with you:

- An ample supply of food, fresh water from home, and a dish for each pet,
- A leash and grooming brush,
- Medications,
- Extra towels and newspaper,
- A favorite toy or blanket,
- Room deodorizer for hotel rooms.

Arriving At Your New Home

Like people, pets need time to become accustomed to a new house and new faces. Using your pet's favorite food bowl, bedding and toys will aid greatly in getting your pet to feel right at home. Once you and your family are settled in, locate a veterinarian. Ask your previous veterinarian for a recommendation before you move, or you can contact the local Humane Society or the American Animal Hospital Association (AAHA) at 800-252-2242 for the names of veterinarians in your area.

If your pet will have free-roam of your new home, let the animal come out of its cage when it is ready by leaving the door open.

General Reminders



Keep your pet's routine as regular as possible during the pre-moving stages and the move itself. If you normally feed, exercise, or play with your pet at certain times, continue to do so. During the final crunch of moving, you may find it is better if your pet

stays at a friend's home or kennel. This may help reduce the chances of it getting upset and running away, or hiding in one of the moving boxes, as cats are prone to do.

At any stage of your move, consult your Atlas Agency Sales Representative if you have questions. Your Atlas professionals are always ready to help.

Pet Information Directory (top)

Alabama
Dept. of Agriculture
(334) 240-7255

Alaska
State Veterinarian
(907) 375-8215

Arizona
Dept. of Agriculture
(602) 542-4293

Arkansas

Livestock & Poultry Commission
(501) 907-2400

California
Dept. of Food & Agriculture
(916) 654-0881

Colorado
Dept. of Agriculture
(303) 239-4161

Connecticut
Bureau of Regulation
and Inspection
(860) 713-2505

Delaware
Dept. of Agriculture
(302) 739-4811

Florida
Dept. of Agriculture & Consumer Services Division of Animal Industry
(850) 410-0910

Georgia
Dept. of Agriculture
(404) 656-3671

Hawaii
Dept. of Agriculture
Division of Animal Industry
(808) 483-7111

Idaho
Dept. of Agriculture
(208) 332-8540

Illinois
Dept. of Agriculture
Division of Animal Industry
(217) 782-4944

Indiana
Indiana State Board of
Animal Health
(317) 227-0300

Iowa
Dept. of Agriculture
(515) 281-5305

Kansas
Animal Health Department
(785) 296-2326

Kentucky
Dept. of Agriculture

Division of Animal Health
(502) 564-3956

Louisiana
Dept. of Agriculture
Office of Animal Health Services
(225) 925-3980

Maine
Dept. of Agriculture
Division of Animal Health & Industry (207) 287-3701

Maryland
Dept. of Agriculture
(410) 841-5810

Massachusetts
Bureau of Animal Health
(617) 626-1790

Michigan
Dept. of Agriculture
Animal Division
(517) 373-1077

Minnesota
Board of Animal Health
(651) 296-2942

Mississippi
Board of Animal Health
(601) 359-1170

Missouri
Dept. of Agriculture
(573) 751-3377

Montana
Dept. of Livestock
(406) 444-2043
Nebraska
Dept. of Agriculture
(402) 471-2351

Nevada
Dept. of Agriculture
Bureau of Animal Industry
(775) 688-1180

New Hampshire
Dept. of Agriculture,
Markets & Food
Division of Animal Industry
(603) 271-2404

New Jersey
Dept. of Agriculture
Division of Animal Health

(609) 292-3965

New Mexico
Livestock Board
(505) 841-6161

New York
Dept. of Agriculture and Markets
Division of Animal Industry
(518) 457-3502

North Carolina
State Veterinarian
(919) 733-7601

North Dakota
Board of Animal Health
Dept. of Agriculture
(701) 328-2655

Ohio
Dept. of Agriculture
Division of Animal Industry
(614) 728-6220

Oklahoma
Dept. of Agriculture
Animal Industry Services
(580) 522-6131

Oregon
Dept. of Agriculture
Animal Health & Identification Division
(503) 986-4680

Pennsylvania
Dept. of Agriculture
(717) 772-2852

Rhode Island
Division of Agriculture
Dept. of Environmental
Management, Animal Health
(401) 222-2781

South Carolina
Clemson University
Livestock-Poultry Health Division
(803) 788-2260

South Dakota
Animal Industry Board
(605) 773-3321

Tennessee
Dept. of Agriculture
Ellington Agriculture Center
(615) 837-5120

Texas

Animal Health Commission
(512) 719-0700

Utah

Dept. of Agriculture
(801) 538-7160

Vermont

Dept. of Agriculture, Food & Markets
(802) 828-2421

Virginia

Dept. of Agriculture and Consumer
Services Division of Animal and
Food Industry Services
(804) 786-2483

Washington

Dept. of Agriculture
Food Safety/Animal Health Division
(360) 902-1878

West Virginia

Dept. of Agriculture
(304) 558-2214

Wisconsin

Dept. of Agriculture, Trade & Consumer Protection
(608) 224-4872

Wyoming

Livestock Board
(307) 777-6443

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How To Move House Plants



No matter how green your thumb, Atlas understands you have worked hard to cultivate your indoor plants. To keep them healthy during your relocation, refer to the tips below and talk to your Atlas Agency Sales Representative concerning the best way to transport your plants.

Long-Distance Moves

Like any living thing, plants require special attention. If you are involved in a long-distance move, you will want to transport your plants in a temperature-controlled environment, such as your car. Extreme temperatures and lack of fresh air in a moving van can be fatal to plants.

According to the "**Household Goods Carriers' Bureau Tariff**," a carrier is not allowed to accept a shipment containing perishable items, including plants, except when a shipment is moving less than 150 miles and/or delivery will be made within 24 hours. Consult with your Atlas Representative before deciding on the best and safest means of transportation.

Trust Our Expertise

When your Atlas Representative surveys your overall moving requirements, let him or her know that you will be moving your own plants. Packing materials are available for purchase from your Atlas Agent.

If you have questions about the specific care of your plants, refer to the chart on this page to view the 10 most common houseplants. You can also consult a reputable plant publication or your local U.S. Department of Agriculture office.

State Regulations

Some states regulate transportation of certain plants and require a **Gypsy Moth Inspection Certificate**. Traditionally, California, Arizona and Florida have the most rigid restrictions on bringing plants into the state. Your state's department of natural resources can provide current information about your destination state.

As a general rule, most states require transported plants to be grown indoors in sterilized potting soil — not soil taken from outdoors. You may purchase sterilized soil at your local lawn and garden shop. Read the label carefully to make sure the soil contains the right mixture of loam, peat or sand needed

for your particular plants.

If you cannot take your plants along, consider taking cuttings. Simply wrap the cuttings in wet moss and newspaper and place them in unsealed bags. Place bags in a carton and fill in around them with light packing material. The cuttings should survive several days' travel and be ready to take root in your new home.

Preparing For The Move



Now that you've decided which plants will accompany you to your new home, take precautions to help them survive the trip.

Three weeks before moving day:

- Repot plants that are in clay pots into unbreakable plastic containers of the same size; changing pot sizes can be detrimental to some plants.

Two weeks before moving day:

- Prune larger plants for better packing and to produce healthy, bushy, compact plants that are more attractive.
- To prune, simply pinch back newer growth with your thumb and forefinger.
- Succulents (e.g., cacti, jade plants) and ferns do not respond well to pruning.

One week before moving day:

- Check plants for insects and/or parasites.
- If you use insecticides on your plants, use them with extreme caution and follow label directions.

Two days before the move:

- Water your plants normally. In winter months, over-watering may cause plants to freeze. In warmer weather, over-watered plants are subject to fungus growth during transit.

Moving day:

- Pack your plants in the morning or the night before.
- Wrap your large houseplants with an old sheet or tissue paper to prevent branches from breaking.
- Place the pot in a box, making sure it fits snugly at the bottom. You may use conventional packing cartons, like dish packs, available from your Atlas Representative.
- If necessary, use paper around the base to hold the pot in place.
- Punch air holes in the sides of the box and loosely fasten the lid so plants can breathe.

- Set the boxes upright and clearly mark the lids. This will help you avoid loading them by mistake into the moving van.
- If you follow this procedure, your plants will be ready to travel up to three days before requiring further attention.

On the road:

- Load plants as close to your departure time as possible.
- Avoid putting plants in the trunk of your car, if possible, since heat, cold and lack of fresh air can damage the plant.
- In warm weather, make periodic stops in shaded areas and crack a window. Avoid exposing the plants to direct sunlight at all times.
- In cold weather, avoid letting the temperature inside your car become hazardous to your plants. If needed, wrap plants thoroughly with newspaper or paper bags.
- You probably will not have to water your plants during transit. If they seem unusually dry, water them at first opportunity; otherwise, postpone watering until you have arrived at your new home.

Note:

If you're on the road for more than three days, your plants may require light. When staying overnight, it is a good idea to bring plants indoors and open cartons to expose plants to the light.

Arriving At Your New Home

Upon arrival at your new home, unpack your plants as soon as possible. Remove them through the bottom of the box to avoid breaking leaves and branches. Try not to move them around too much until they become acclimated to the surroundings.

With the proper attention and care, your plants will flourish in their new home. And you can settle in more comfortably with your favorite plants around to admire and enjoy

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Why Hold A Yard Sale?



You're about to relocate and along with that comes the task of moving all your goods. Now is a good time to decide what you will keep and what you wish to leave behind. A yard sale can reduce the weight of your shipment and the cost of your move. Also, of course, a yard sale can generate additional funds that may offset other expenses.

The key to a successful yard sale is determining what you no longer use, have outgrown or what you can easily replace at your new home. Remember, what may seem worthless to you is another person's treasure.

And who knows, if you haven't sold your home yet, a yard sale may even attract the right buyer!

How To Begin

Ask your family members about items they wish to sell, they may desire to sell more things than you imagined. Or, you might organize a "neighborhood" sale and pool the efforts of other families on your street.

When To Have Your Sale

Set a date and a time as soon as you can. Fridays and Saturdays are usually best; however, try to avoid holiday weekends. Establish a rain date if you think it may be necessary. Determine the hours, such as 8:00 a.m. to 4:00 p.m. Many shoppers like to be first in line, so be prepared for early arrivals.

Where To Hold Your Sale

Check with local authorities about restrictions for sales in your area. Once you have a location, decide if the sale will be in the garage, yard or basement. Make sure there is ample parking and space for people to move about.

Publicize Your Sale

A good source of publicity is your local paper. Contact the Classified Advertising department to find out:

- How they calculate costs — by column inches, number of lines or number of words?
- What is the cost to run the ad Friday and Saturday vs Saturday only?
- What is the additional cost for a bold headline?
- What is the deadline for submitting an ad?

Mention the most popular items in your ad, such as furniture, appliances, tools, electronics, etc. Consider including your phone number so people can call for more information about sale items or for directions (this is especially useful if you live in an obscure area).

Another publicity technique is to display flyers around the

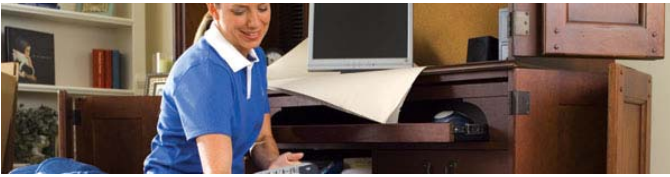
neighborhood. Note in large letters the type of sale, date, time and location. You may also place signs in high-traffic areas on the day of the sale with arrows and directions. (Please note that there may be restrictions on the posting of flyers and signs. Your local Chamber of Commerce can assist you should you have any questions.)

Ten Essential Preparations

1. Look at your list of items for sale. Visit secondhand shops, retail stores, etc. to determine prices for each.
2. Record the price on a tag or sticker and place on the item in an easy-to-see location. Use different colored stickers or an identification code on the tags if more than one family is involved in your sale.
3. Start saving shopping bags and cartons to make it more convenient for customers. Have tissue paper or newspaper on hand to wrap glass, knickknacks and other fragile purchases.
4. Bundle or package all sets, groups, or units together so customers know what they are getting. Put loose game pieces in a sealable bag and secure inside the box.
5. Set up the yard, garage or basement so that all "For Sale" items will be separated from items not for sale.
6. Display items in groups according to type, such as kitchen utensils, sporting goods, tools, etc. If possible, hang clothing on a clothesline or rack for easy viewing.
7. Set up a cashier's desk with a calculator, scissors, tape, string, markers, a cash box and plenty of change.
8. Be prepared for the weather to change at any time. Have several large sheets of plastic handy to quickly cover everything.
9. To keep the kids busy, buy a few varieties of soft drinks and bottled water. Ice them down in a cooler the night before. Tell the kids that the money they earn selling drinks is their reward for helping. On a hot summer day, a cold drink will be a welcome relief to shoppers.
10. Assign everyone a responsibility for the day, like cashier, clerk, organizer, etc.

Now You Are Ready For A Successful Yard Sale!

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How to Move Antiques, Electronics and Collectibles

Atlas cares about the safety of your belongings and wants to ensure they reach your destination in perfect condition — especially those requiring special care like your antiques, electronics and collectibles. This page explains how to prepare them for a safe relocation.

Let Atlas Help

When the Atlas Agency Sales Representative comes to your home for the first time, point out items that may require special attention. Such items may include fragile porcelains, family heirlooms, valuable antiques and electronics. Decide which items you will pack and which you would like Atlas to pack.

Your Atlas Representative is knowledgeable about how each piece should be prepared and can instruct you on what needs to be done for the relocation. If you decide to pack some things yourself, we recommend you use the same materials that our packing crews use to ensure maximum protection. These materials include double- and triple-walled cartons, stretch/cushioning wraps, packing tape, fine tissue and Kraft paper. These materials can be purchased from your Atlas Agent at affordable prices.

Atlas also provides carton labels such as, "Do Not Load," "Load Last/Unload First," "Do Not Pack," "Parts Box" and "Fragile."

If you prefer Atlas to pack your valuables, your Atlas crew will arrive with the necessary packing materials. Your relocation services will be scheduled to allow adequate time to pack these special items properly.

What You Should Transport Yourself

Atlas recommends that you transport the following items instead of including them in your shipment, as they are not easily replaceable:

- Fine jewelry (except for minor-value costume jewelry)
- Coins, currency and any other negotiable paper (stock certificates, bonds, notes, etc.)
- Important papers, deeds, titles, bank books, tax forms and similar documents

- Prescriptions and medical/dental records

Larger collections can be safely transported along with your other possessions.

Antiques

Atlas handles valuable and rare antiques with the utmost care. Here are a few things to keep in mind while Atlas is packing your antiques:

- You have the option of having your antiques crated rather than simply wrapped. Atlas generally uses wooden crates for delicate pieces such as crystal chandeliers, pool table slates and antiques.
- A custom crate can be built around the piece to ensure correct fit and proper protection.
- Antique pieces can be packed in cartons with padding, stretch wrap and, if necessary, decking in the truck so they are not in contact with other items.
- To prepare other items for the packers:
- It is best to secure loose parts of furniture and removable pieces before packing, or make this request of the packers.
- Doors may be secured with rubber straps or strings.
- You may remove delicate handles and tape them inside drawers for safe moving, or ask the packers to do so.
- Glass panels or mirrors can be removed or taped and secured with padding and stretch wrap.

Any hardware, attachments or components should be placed in plastic bags and labeled with their corresponding pieces. All bags should then be placed in a designated "Parts Box."

Collectibles

Atlas recommends packing delicate collectibles in their original cartons, if possible, for the best protection. However, if these are not available, Atlas can pack the collectibles in secure boxes and cushion them in bubble wrap or Styrofoam peanuts.

Here are a few things to remember when packing your collectibles:

- Pack small collectible items like coins, stamps, etc. and transport them with you.
- China, crystal and delicate porcelain should be individually wrapped in fine tissue and placed in specially designed compartment containers with plates standing on edge and stemware in individual corrugated cylinders.
- Pack dolls, figurines, and sculptures as you would any other breakable goods. Wrap them individually in soft tissue or padding and pack in bubble wrap or Styrofoam

peanuts. If necessary, use double-walled cartons.

- Ask your sales representative about packing wine or other perishable collections. Special arrangements may be needed to assure the utmost care while in transit.
- Label all cartons containing glassware and breakables with "Fragile" labels supplied by your Atlas Representative.
- Anything Atlas is to pack should be left in its place; it's safer and easier.
- Ask your Atlas Representative about unusual or hard-to-move collections.

Prepare a list of your collectibles for your homeowner's insurance policy if you have not already done so.

Electronics

Atlas can move all your electronic equipment including personal computers and components, big screen TVs, surround sound systems, DVD players, VCRs and stereo equipment. Consult your owner's manual for specific instructions regarding transporting these items. Atlas recommends you use a qualified service provider to properly prepare a plasma TV for transport. Your Atlas Representative can recommend a reputable provider in your area.



The preferred way to move electronics is in their original cartons with the original packing materials. If you don't have the original cartons, pack items in standard boxes that best fit them. Secure items with bubble wrap, paper padding or Styrofoam peanuts.

Before moving your electronics:

- Back up all software used on computers. Older computers may require you to "park" the hard drive as well.
- Disconnect all wiring and cables before your Atlas crew arrives.
- Draw a simple diagram or color-code wires before disconnecting to make reconnecting much easier.
- Keep all components together and their boxes clearly labeled.
- Pack all wires and cables with their corresponding electronic unit.
- Pack small or loose accessories, like remote controls, with each component or place them in the designated "Parts Box." Indicate this on the inventory list so small parts are not misplaced.

- Complete a list of all electronic components and computer equipment (with serial numbers) prior to moving them, and submit it to your homeowner's insurance company.

Atlas is not permitted to take down TV antennas or satellite dishes, but we can arrange to have it done if you wish.

Protecting Your Valuables

To ensure your possessions arrive safely and in perfect condition at your new home, your cooperation is important. You will be asked to...

- Complete the **Statement of Customer Responsibilities and High Value Inventory** form provided by Atlas, before relocating. It serves as an inventory of your valuables, indicates to Atlas which items may require special attention and informs you of your responsibilities.
- List all belongings you consider to be of high-value that are to be moved by Atlas, including: jewelry, coins, stamps and other collections; antiques; precious stones and metals; and valuable paintings. This will help determine the total value of the shipment and assist Atlas in determining which pieces need special care.
- When transporting jewelry, coins, stamps, etc., it's important to remember that Atlas may not be liable for these items in the event they are damaged. The **Rights and Responsibilities** form states that these items are non-Atlas liability items as we encourage that the customer transport these with them and not include them in the shipment.
- Make sure all special instruction labels are clearly visible and can be understood by the packers and movers. The van operator must see each item of high-value before moving it onto the truck, including cartons you have packed yourself. If a carton which you have packed yourself is considered insufficient by the van operator, he/she may ask you or Atlas personnel to repack the items. If Atlas repacks the carton, you may be charged for the service. If any cartons which you have packed are damaged during transit, liability may be affected.

*Use your **Customer Responsibilities** form and the supplied **Customer Check-Off Sheet** at time of delivery as inventory lists. Check off each piece/box as it is unloaded and record anything missing or damaged. If something is missing, your relocation crew can start the search immediately.*

Your Coverage

Before you relocate, contact your homeowner's insurance company to determine what coverage you may have for a relocation. This is important because cancellation and

changes in the policy may occur due to the sale of a home.

Find out:

- If your current homeowner's policy applies while the shipment is being loaded?
- Does it apply during transit?
- Does it apply while your belongings are being unloaded at your new location?
- If your policy does continue, does it protect from fire and theft? Does it protect from dents, scratches and missing pieces?

Atlas makes every effort to handle your belongings with care. However, occasionally something may be lost or damaged.

For additional protection and peace of mind, Atlas offers two levels of liability protection. Basic liability protection provides coverage at 60¢ per pound per article at no cost to you. For optimal coverage, consider Full Value Protection (FVP) which repairs or replaces items at their current market value. The cost for FVP varies with the level of protection you select. For more information on coverage options, ask your sales representative for a copy of:

["Valuation Options: What's Right For You?"](#)

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Moving Expenses & Income Taxes



If you are moving to a new home, you undoubtedly have a lot to think about, including whether you can deduct your moving expenses from your taxes. This brochure helps to explain who can deduct moving expenses and what expenses you can deduct.

Who Qualifies

Even if you don't file an itemized return, you can deduct moving expenses if your move meets these three conditions:

- It is closely related to the start of work
- It meets the distance test
- It meets the time test

Move Related to the Start of Work — Generally, you can deduct moving expenses incurred within one year from the date you first report to work.

Distance Test — You may qualify for a deduction if your new job location is at least 50 miles farther from your former residence than your old job. For example, if your previous job was located three miles from your former residence, your new job must be at least 53 miles from your former residence. (See Federal Tax Form 3903 to see if you qualify.)

Time Test — You may qualify for a deduction if you work full-time for an employer in the general vicinity of the new job location for 39 weeks during the 12-months following your move. This condition is waived if you: **1)** cannot satisfy it because of death, disability, or termination for reasons other than for willful misconduct, and **2)** it is reasonable to expect that you would have otherwise fulfilled the condition.

If you are self-employed, you must work in the new location (as a self-employed person or as an employee) for at least 39 weeks in the first 12 months and 78 weeks during the 24 months following your move.

Keep in mind:

- If you pay the expenses in one tax year, but do not satisfy the working requirements by the filing deadline, you may still deduct the expenses if you reasonably expect to satisfy the condition in the succeeding tax year. However, if you fail to satisfy the requirements in the next year you must either:
 - 1)** report an equal amount of income, or
 - 2)** amend the prior year's return.
- Foreign moves and moves by military personnel are subject to some exceptions. In these situations, seek the advice of a professional tax advisor.

You may not deduct expenses in excess of a reasonable amount.

Deductible Moving Expenses

The non-reimbursed cost of moving household goods and personal effects to a new residence is permitted as a deduction in determining federal adjusted gross income. This includes the actual cost of transportation or hauling from your old residence to your new one; the cost of packing, crating and unpacking; storage-in-transit and valuation (each limited to 30 consecutive days). Report non-reimbursed moving expenses on Federal Tax Form 3903.

Deductible expenses include:

- The cost of shipping your automobiles and boats
- The cost of transporting your household pets, including dogs, cats, tropical fish, etc.
- The moving related cost associated with connecting and disconnecting utilities
- The cost of moving your personal belongings from a place other than your old residence (such as a summer home or relative's home), but not in excess of what it would have cost to move them from your old residence

The family trip to the new residence is deductible — this includes lodging but not meals.

Resources

IRS Publication — 521 Moving Expenses

IRS Problem Solving Line — 1-800-829-1040

IRS Web Site — www.irs.gov

Select Libraries — audio and video recordings for help with Federal Tax Forms.

For tax publications, forms and instructions, call the toll-free IRS Tax Form line: 800-TAX-FORM (800-829-3676).

The information on this page is not intended as tax advice or to include all aspects of Federal Tax Law as it relates to moving expenses and their deductibility. We are not tax experts and encourage you to seek independent advice.

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