Tips to Prepare for Your Employee’s Move during the Peak Moving Season

As another busy summer season is in high gear, it’s more important than ever for everyone involved in the relocation process to partner for success. Preparation can go a long way to keeping your relocation program on-track and your employees satisfied.

Here are ways you can prepare your employees for their peak season move:

1. **Send authorizations as early as possible.** Although a 4-week minimum is the standard, in peak season a 6 to 8 week lead time is recommended for those employees wishing to do their household goods move between May and September. This helps to ensure ample time to determine their specific needs and secure their requested dates. The longer the lead time, the better chance of meeting their desired moving dates and keeping the relocation on-time and on-budget.

2. **Encourage your employees to schedule their in-home survey as soon as possible.** Employees should schedule their in-home survey immediately after authorization, regardless of their expected move dates. This allows all of the necessary information to be ready to go in the event their dates change and will allow for a better chance of accommodating those new dates.

3. **Set expectations with your employees.** For example, smaller shipments may have a longer transit time and wider delivery spread than larger shipments. Also, auto transit times are typically longer during the peak season as well.

4. **Suggest to your employees that they eliminate unneeded or unwanted items.** This is a great time to eliminate/donate items which are unused. This could simplify the move, reduce costs and create more space in the new location. Also, donated items could be a tax deduction. Van lines, including Allied Van Lines, offer programs that can assist your employees with this process, so ask your Allied Van Lines representative for more details if interested.