

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Moving and Storage</h2>	
	<p><b>Department responsible:</b> Material Resources Services  <b>Effective date:</b> June 2005 (<i>Resolutions 2005-057 and 2009-127</i>)  <b>Amended on:</b> April 1, 2014 and April 7, 2016  <b>Approved by:</b> Resolution #EC 2016-104</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual: EL, EL 2, EL 6 and EL 10</p> <p>Collective agreements:</p> <ul style="list-style-type: none"> <li>▪ Teachers (T)</li> <li>▪ Professionals (P)</li> <li>▪ Support staff (S)</li> </ul>
<p><u>Other Policies</u></p>		<p><i>Outings (FIN-03)</i></p>

### 1) General provisions

[Purpose](#)

1.1. This Policy is intended to establish the rules pertaining to storage and moving of personal belongings, furniture and vehicles of eligible employees and ensure that all moves and storage are managed efficiently and safely while the Cree School Board's expenses are managed appropriately and fairly.

[Application](#)

1.2. This Policy applies to employees who are recruited more than 50 kilometers from their new place of assignment and who are eligible to benefits for regional disparities as provided in the collective agreements or working conditions for managers.

[Principles](#)

1.3. The Cree School Board will only assume the moving and storage expenses of relocated employees as provided in their collective agreements or working conditions.

Any additional expenses not authorized or covered in this Policy must be assumed by the employee.

[Definitions](#)

1.4. In this Policy, the following words or expressions mean:

- a) **organizer:** the person in charge of organizing the move (in and out) determined as follows:
  - i. the Administrative Technician of Material Resources Services for employees of:
    - the schools in Nemaska, Waswanipi and Ouje-Bougoumou
    - the Mistissini Regional Office
    - the post-secondary services in Montreal and Gatineau

- ii. the person as appointed in each school of Mistissini, Whapmagoostui, Waskaganish, Chisasibi, Wemindji and Eastmain for the moving of their employees
  - iii. the office agent of Adult Education in Mistissini for employees of this department moving in and out of any community
  - iv. the person as appointed by Education Services for employees of this department moving in and out of any community;
- b) **Director:** the Director of Material Resources Services;
  - c) **employee:** the relocated employee eligible to moving and storage benefits;
  - d) **furniture:** goods which can be moved from one place to another and which are intended to furnish and decorate apartments, such as beds, chairs, tables, mirrors, clocks, televisions, computers, stereo sound systems and microwave ovens. The word « furniture » does not include goods such as books, scientific, artistic or mechanical instruments and guns;
  - e) **MRS:** the Cree school Board Material Resources Service;
  - f) **personal belongings:** clothes, bedding, books and other things of comparable nature;
  - g) **property:** both the furniture and personal belongings.

## 2) Moving

### Moving benefit

**2.1.** The moving benefit includes the following advantages:

#### *personal belongings*

- a) transportation of the employee's personal belongings and those of his dependents up to a maximum of 228 kilograms for each adult or each child aged 12 years and over;
- b) transportation of personal belongings for dependents under 12 years of age, up to a maximum of 137 kilograms;

That weight is increased by 45 kilograms per year of service and the employee may use them after the completion of each year of service.

*T: 12.3.05 / S:6-6.11. / P:10-3.05*

#### *furniture*

- c) transportation of furniture other than the furniture provided by the Board.

The housing units provided by the Board to the employees are furnished and therefore the Board assumes only the cost of transporting the employee's furniture other than that provided by the Board, if need be.

The list of standard furniture according to the type of housing is available by contacting Material Resources Services or the Community Education Administrator (CEA).

Except in special circumstances, the Board does not pay for the cost of moving furniture which is equivalent to what is included in its inventory.

*T: 12.3.01 d) / S:6-6.07 c). / P:10-3.01 c)*

- d) transportation of an all-terrain vehicle, a snowmobile or a motorcycle, using ground or boat transport;

*T:12-3.01 e) / S:6-6.07.e) / P:10-9.01*

[Eligibility /  
moving benefit](#)

**2.2.** An employee is entitled to moving benefits in the following situations:

- a) when he is recruited more than 50 kilometers from the place of assignment (he is entitled to a moving benefit between his recognized point of departure and the locality of assignment);
- b) when his employment is terminated unless for reason of breach of contract;
- c) when he obtains a leave of absence for educational purposes (he is entitled to moving benefits between his locality of assignment and his point of departure or the locality where he is to study in the province of Quebec);
- d) when he is reassigned to another community (he is entitled to moving benefits between his locality of assignment and the locality where he is reassigned)<sup>1</sup>.

**T:12-3.03 / S:6-6.09. / P:10-3.03**

[Transportation  
services  
provided](#)

**2.3.** The transportation of properties as identified in article 2.1, is done by the official moving company of the Board. The services include the moving, packing and unpacking of the personal belongings and furniture not provided by the Board.

[If the moving  
company is not  
used](#)

**2.4.** If the employee chooses to move by any other means and not use the official moving company, the reimbursed expenses will be limited by the least of the following costs :

- a) the real costs incurred,(supporting documents);
- or
- b) the Board's official moving company costs for an equivalent move.

If expenses exceed the official mover costs for an equivalent move, the employee will not be reimbursed for the excess costs.

[Insurance](#)

**2.5.** The moving company must ensure a sufficient insurance coverage of the property to be moved to cover up to the value of the moved property. Breakage coverage does not apply when the belongings are packed by the employee.

[information  
required](#)

The employee is responsible for providing the list of property to be moved and the proof of the value of high-value property (certificates, bills, appraisal, etc.). Any appraisal expenses are assumed by the employee.

[Damages /  
claims - moving](#)

**2.6.** If there is any damages caused during the move, the employee must:

- a) notify the moving company of any damages and/or losses incurred during the move within 90 days of the delivery date;
- b) provides the moving company with a certificate of evaluation or any other supporting document as proof of value of the damaged property;
- c) fills in the claim form and forwards it to the moving company.

The moving company must then:

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<sup>1</sup> The community where the employee is re-assigned is responsible for the moving costs.

- d) forward the form for claiming losses and damages to the employee;
- e) forward an acknowledgement of receipt of the claim form to the employee;
- f) make sure the claim is paid at the latest 30 days after it is filed, subject to circumstances out of the moving company's control (e.g. availability of parts, difficulty to inspect the damaged goods, incomplete claim form, etc.).

[Period for using the benefits](#)

**2.7.** If the employee decides not to avail himself immediately of the moving benefits of article 2.1 a), b) and c), he shall remain eligible for the provisions during the year following the date on which his assignment began. For the transportation of an all-terrain vehicle, a snowmobile or a motorcycle, the employee will have 15 months to use the benefit.

*T:12-3.02 / S:6-6.08 / P: 10-3.02*

<b><i>Procedures/ Initiate the moving:</i></b>	
2A)	<p>Once notified by the CEA or the Director, the Organizer shall:</p> <ol style="list-style-type: none"> <li>1. organize all moves in the sectors for which he is responsible;</li> <li>2. fill-out sections 1, 2 and 3 of the Move Application Form (see <b>Annex A</b>);</li> <li>3. have the <i>Form</i> pre-authorized by the CEA or Director (section 3);</li> <li>4. send the <i>Form</i> to the relocated employee for him to fill in <u>sections 4 to 7</u> and indicating clearly the deadline to be respected and add;               <ol style="list-style-type: none"> <li>i. the list of furniture to be moved (see <b>Annex B</b>);</li> <li>ii. the authorization form which identifies the person who may authorize the loading and/or unloading of the goods if he cannot be present at the loading and/or delivery, (see <b>Annex C</b>);</li> </ol> </li> <li>5. after completion and reception of the Form by the employee:               <ol style="list-style-type: none"> <li>i. verify the contents of the form filled out by the employee and add any details required;</li> <li>ii. verify the contents and authorized weight taking into account the inventory of the housing unit assigned to the employee;</li> <li>iii. prepare and authorize the moving requisition;</li> <li>iv. record the Purchase order number in the appropriate place in section 8 of the Move Application Form (<b>Annex A</b>);</li> <li>v. have the CEA or Director sign the <i>Move Application Form</i> in section 8;</li> <li>vi. fill in <b>Annex D</b> (sample letter from the CEA or Director to the employee) and send this Cree School Board's authorization for the move to the employee;</li> <li>vii. keep a copy of the signed documents;</li> </ol> </li> <li>6. forward to the employee and to MRS a performance and non-compliance report with sections 1 to 3 already filled out and a questionnaire to assess the moving company with section 1 already filled out;</li> <li>7. forward a copy of the "<i>Move Application Form</i>" and the letter authorizing the move (<b>Annex D</b>) to the moving company.</li> </ol>

<b><i>Packing and loading:</i></b>	
2B)	The moving company contacts the employee to determine the details of the move.
2C)	<p>The employee (during loading):</p> <ol style="list-style-type: none"> <li>1. is present (or the designated representative is present) during the packing and loading of his property by the mover;</li> </ol>

	<ol style="list-style-type: none"> <li>2. signs the inventory checklist of the property to be moved prepared by the moving company, confirming quantities and condition;</li> <li>3. signs the bill of lading.</li> </ol>
2D)	<p>The moving company (during loading):</p> <ol style="list-style-type: none"> <li>1. packs the property;</li> <li>2. requests the signature of the employee on the inventory checklist of furniture to be moved to confirm the quantities and condition ;</li> <li>3. requests the signature of the employee on the bill of lading;</li> <li>4. if necessary, informs the employee of the additional cost he must assume for goods not considered as furniture.</li> </ol>
<i>Delivery</i>	
2E)	<p>The employee (during delivery):</p> <ol style="list-style-type: none"> <li>1. is present (or his designated representative**) during the unloading of his property by the mover;</li> <li>2. signs the bill of lading;</li> <li>3. signs the inventory of moved furniture to confirm their quantity and condition; lists any new damages in the column, <i>Condition upon delivery</i>;</li> <li>4. signs the inventory checklist for the furniture and personal belongings moved;</li> <li>5. pays the transportation costs of any additional furniture, to the moving company;</li> <li>6. fills out and forwards to the Director the performance and non-compliance report and the questionnaire evaluating the moving company within 30 days of the delivery date.</li> </ol> <p>**When the employee is not present and when he has not designated a representative, the maintenance man of the school will be present at the time of delivery.</p>
2F)	<p>The moving company (during the delivery):</p> <ol style="list-style-type: none"> <li>1. requests the signature of the employee (or his designated representative**) on the bill of lading;</li> <li>2. requests the signature of the employee on the inventory checklist to confirm the quantity and condition of the moved property;</li> <li>3. requests the signature of the employee on the inventory checklist of the furniture and personal belongings moved;</li> <li>4. prepares the invoice for the authorized property and forwards it to the concerned CEA or Director;</li> <li>5. if applicable, at the time of delivery, prepares the invoice related to the moving of the excess property, submits it to the employee and collects the payment in cash or by certified cheque.</li> </ol> <p>**When the employee is not present and when he has not designated a representative, the maintenance man of the school will be present at the time of delivery.</p>

### 3) Storage<sup>2</sup>

#### [Application](#)

**3.1.** The Board assumes the costs of storing the furniture<sup>3</sup> of the employee for the duration of his assignment, if need be. These costs shall be assumed by the Board at the earliest on the date on which the employee begins his assignment and at the latest on the date on which the employee is no longer assigned. The insurance costs related to the storage of furniture shall be borne by the employee.

The employee has to indicate on the Move Form (**Annex A**) if such service is required. However, should an employee desire to use another firm, the following conditions apply:

#### [Requirements](#)

- a) the employee must submit to the Board at least 3 written estimates or quotations of the costs to be incurred from recognized reputable furniture storage companies, unless there is an agreement to the contrary between the Board and the employee;
- b) he must store his furniture with the company which gave the lowest estimate (or quotation);
- c) unless there is an agreement to the contrary between the Board and the employee, the Board shall not assume the costs of storing furniture with relatives, friends or with persons who do not have a furniture storage business on a regular basis;

**T:12-3.04 / S:6-6.10. / P:10-3.04**

#### [Leave of absence](#)

**3.2.** When fringe benefits continue to be applicable during a specific leave of absence, the Board continues to assume the cost of storage during this absence.

### 4) Final Provisions

#### [No other funding from another source](#)

**4.1.** If both spouses work for the Board, only one of the two may avail himself or herself of the benefits granted under this Policy. If one of the spouses receives similar benefits from another employer or from another source, the Board shall not be required to reimburse any expenses.

**T:12-3.06 / S:6-6.12 / P:10-3.06**

#### [False declaration](#)

**4.2.** An employee who knowingly makes a false declaration or claim for an expense may be subject to the payment of the incurred administration cost, to disciplinary measures or any other appropriate sanctions.

#### [Complaint](#)

**4.3.** Any complaint for the services provided by the moving company or by other intermediate must be submitted to the Superintendent of Equipment at MRS.

#### [Notification of changes](#)

**4.4.** The employee must notify the organizer of any change related to his moving (date, etc.).

<sup>2</sup> Storage may also be possible in certain circumstances when the Board uses the employee's dwelling. 12-7.03 (E3), 6-6.23 (S8) and 10-7.05 (P3)

<sup>3</sup> As defined in article 1.4 d) above, this does not include vehicles, tools, etc.

## **5) Application of this Policy**

[Previous provisions](#)

**5.1.** The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

**5.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

**5.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Material Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

### FORMS

- A) Move Application
- B) List of Furniture and Personal Effects to be Moved
- C) Authorization for Loading and/or Unloading
- D) CEA or Director's Letter to the Relocated Employee (sample)
- E) Summary of Tasks to be Carried Out by the Relocated Employee

## Annex A Move Application

1. Relocated Employee			
Current address		New address (for delivery)	
Name:			
Address:	Apt.:	Address:	Apt.:
City	Prov.:	City:	Prov.:
Tel. res.:		Tel. res.:	
Tel. off.	Fax:	Tel. off.	Fax:
Contact:		Contact:	
Tel.:		Tel.:	

In order to help us coordinate your relocation more efficiently and offer you the best quality service possible, kindly:

- read this document;
- fill in sections 4 to 7;
- return the duly filled document to the Organizer at the latest on the date indicated in section 3.

For more information, contact the concerned Organizer.

Thank you for your cooperation.

2. Authorized Services	
In accordance with the existing policy and the conditions of the effective collective agreements, the following services are offered to you as a relocated employee:	
<input type="checkbox"/> Packing <input type="checkbox"/> Unpacking <input type="checkbox"/> Insurance <input type="checkbox"/> Complementary insurance <input type="checkbox"/> Short-term storage (2 months or less) <input type="checkbox"/> Long-term storage	<input type="checkbox"/> Moving of stored property <input type="checkbox"/> Moving allocation: <input type="checkbox"/> \$200 <input type="checkbox"/> \$750 <input type="checkbox"/> Towing of a mobile home <input type="checkbox"/> Moving expenses <input type="checkbox"/> Other: _____

3. Administration	
Name of the Organizer: _____ _____ Address: _____ Postal Code: _____ Telephone: _____ Fax: _____ e-mail: _____	Please return duly completed form no later than: _____
Signature: _____ Date: _____ <div style="text-align: center;">Pre-Approval of the CEA or Director of MRS</div>	



4. Moving Dates	
Loading	Delivery
Earliest date: _____	Earliest date: _____
Latest date: _____	Latest date: _____
Preferred date: _____	Preferred date: _____
Comments: _____	Comments: _____

5. Calculation	
<p>The Cree School Board covers of the moving expenses for personal belongings up to a maximum amount determined according to the following calculation. The cost of excess weight is at the relocated employee's charge.</p> <p><b>Calculation of eligible weight for personal belongings</b></p> <p>1. Number of adult(s) _____ x 228 kg _____</p> <p>.....</p> <p>2. No. of children age 12 and over _____ x 228 kg _____</p> <p>.....</p> <p>3. No. of children under age 12 _____ x 137 kg _____</p> <p>.....</p> <p>4. Number of years of service with the Cree School Board based on: _____ x _____</p> <p>45 kg .....</p>	
<b>5. Authorized weight (add lines 1 to 4)</b>	
<b>Approximate number of boxes (2 ft<sup>3</sup>): Weight from line 5 / 15 kg</b>	
If your personal belongings require more boxes, their transportation will be at your charge.	

6. List of Furniture to be Moved and Insurance Coverage			
<p>The Cree School Board covers the expenses for moving furniture other than that provided. Please describe the furniture to be moved in the attached list. The Board will also take charge of the cost of basic insurance coverage for the property during the transportation, based on the weight of the property: (The costs for moving and insuring all unauthorized furniture shall be at the relocated employee's expense)</p>			
Total weight of your furniture and personal belongings	Insurance coverage	Total weight of your furniture and personal belongings	Insurance coverage
450 kg or less	\$7,500	1,136 -1,815 kg	\$20,000
451 - 680 kg	\$10,000	1,816 -2,720 kg	\$30,000
681 -1,135 kg	\$15,000	more than 2,720 kg	\$11 x weight (kg)

7. Signature of Relocated Employee	
Signature: _____	Date: _____

8. Authorization of the CEA or the Superintendent of Material Resources Services	
Name: _____	Requisition/purchase order no.: _____
Signature: _____	Date: _____

## Annex B

### List of furniture and personal effects to be moved

<b>LIST OF FURNITURE TO BE MOVED</b>							
	Quant.	Kg	Wt.		Quant.	Kg	Wt.
<b>FAMILY ROOM AND LIVING ROOM</b>				<b>CHILD'S BEDROOM</b>			
Rocking chair		19		Cradle / Crib		37	
Straight-back chair		12		High Chair		12	
Magazine rack		5		Dresser		23	
Footrest		7		Toy box		12	
Rug		23		Playpen		16	
				Dressing table		12	
<b>LIST OF FURNITURE TO BE MOVED WHEN DWELLINGS ARE NOT FURNISHED BY THE BOARD</b>							
	Quant.	Kg	Wt.		Quant.	Kg	Wt.
				<b>OTHERS</b>			
Appliances							
Kitchen table and chair							
Sofa and coffee table							
Straight-back chair							
Floor lamp							
Footrest							
Bed							
Bedroom furniture							
Mirror							
<b>LIST OF PERSONAL EFFECTS TO BE MOVED</b>							
<b>HOUSEHOLD APPLIANCES &amp; ARTICLES</b>				<b>MISCELLANEOUS</b>			
Vacuum cleaner		12		Computer Desk and chair		69	
Microwave oven		40		Folding chair (each)		3	
				2-drawer filing cabinet		23	
Electronic equipment (computer, sound system, etc.)		120		Tool box		23	
Humidifier		19		Metal shelving		35	
Sewing machine		35		Trunk		21	
Dehumidifier		32		Clothes hamper		7	
Ironing board		5		Tire		5	
				Tire mounted on rim		19	
<b>OUTDOOR FURNITURE AND EQUIPMENT</b>						10	
BBQ - charcoal		23		Plant hanger		10	
Garden chair		5		Garbage can		5	
Deckchair		14		Skis / toboggan		10	
				Suitcase		5	
				Drawing table		19	
Ladder		7		Snowshoes		3	
Shovel, broom, etc. (each)		3		Fishing rod		1	
Bicycle		7		Cooler		5	

Fitness bicycle		23		Weights and barbells			
Humidifier		19					
Sewing machine		35		<b>VEHICLES</b>			
Stroller		16					
				<b>OTHERS</b>			
<b>SUBTOTAL (1)</b>				<b>SUBTOTAL (2)</b>			
<b>GRAND TOTAL</b>	<b>Subtotal (1) + Subtotal (2):</b>						

**Annex C**  
**Authorization for Loading /or Unloading**  
**Relocated Employee**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ Tel.: \_\_\_\_\_

**Loading**

I hereby declare that I have contacted:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt.: \_\_\_\_\_  
 City: \_\_\_\_\_ Tel.: \_\_\_\_\_

And authorize him/her to be present and to sign all the documents necessary for the **loading** of all my property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Unloading**

I hereby declare that I have contacted:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt.: \_\_\_\_\_  
 City: \_\_\_\_\_ Tel.: \_\_\_\_\_

and authorize him/her to be present and to sign all documents necessary for the **unloading** of all my property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Storage**

I hereby confirm that I have contacted:  
 Name of storage company: \_\_\_\_\_  
 Name of person in charge: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
 City: \_\_\_\_\_ Fax: \_\_\_\_\_

and authorize:

Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

to carry out the loading of all my property. I also declare that no handling and storage costs are due to the storage company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annex D**

**Sample of the CEA or Director's Letter to the Relocated Employee**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal code: \_\_\_\_\_

Dear Madam or Sir:

We are pleased to inform you that your Move Application has been authorized according to the following conditions:

- As indicated in the Move Application:
  - Authorized weight of your personal belongings: \_\_\_\_\_
  - Authorized weight of your furniture: \_\_\_\_\_

- As indicated but with the following modification(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In future communications with the Cree School Board or with the moving company concerning the move, please indicate the following Requisition / Purchase Order number:

# \_\_\_\_\_

The moving company will contact you shortly to finalize the details of your move with you. The name and address are as follows:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
CEA or Director

## Annex E

### Summary of Tasks to be Carried Out by the Relocated Employee

Steps	Information required/Verification
1. Upon receipt of the <i>Move Application Form</i> , verify that sections 1 to 3 have been filled out.	<ul style="list-style-type: none"> <li>• Consult your Organizer for information or corrections.</li> </ul>
2. Fill out sections 4 to 7 of the <i>Move Application Form</i> .	<ul style="list-style-type: none"> <li>• <u>Section 4:</u> <ul style="list-style-type: none"> <li>◆ Identify all the <b>dates</b> requested for the loading and delivery.</li> </ul> </li> <li>• <u>Section 5:</u> <ul style="list-style-type: none"> <li>◆ Calculate the <b>authorized weight</b> of your personal belongings.</li> <li>◆ Using the authorized weight, estimate the <b>approximate number of 2 ft<sup>3</sup> boxes</b>.</li> <li>◆ Determine whether the number of boxes is sufficient to pack all your personal belongings.</li> <li>◆ If you need more boxes, you will have to pay for the additional cost (consult the Organizer to obtain a broad estimate of these costs).</li> </ul> </li> <li>• <u>Section 6:</u> <ul style="list-style-type: none"> <li>◆ Indicate in the <i>list of furniture to be moved</i> <b>all</b> furniture to be moved (this list must be approved by the Organizer).</li> <li>◆ Furniture not listed will be moved at your expense (provided the moving company is able to move it).</li> <li>◆ Calculate the weight of the furniture and add it to the weight of your personal belongings.</li> <li>◆ The total weight will be used to determine your insurance coverage (see the table provided).</li> <li>◆ If this coverage is inadequate, you can obtain additional coverage at your own expense.</li> </ul> </li> <li>• <u>Section 7:</u> <ul style="list-style-type: none"> <li>◆ Sign and date the form.</li> </ul> </li> </ul>
3. Complete the form <i>Authorization for Loading and/ Unloading</i> .	<ul style="list-style-type: none"> <li>• If you cannot be present at the loading and/or delivery of your property, you should designate someone to represent you.</li> </ul>
4. Give your Organizer the <i>Move Application Form</i> and the <i>Authorization for Loading /or Unloading Form</i> .	<ul style="list-style-type: none"> <li>• The deadline for remitting the forms is indicated in section 3.</li> </ul>
5. <b>At the time of the loading</b> , verify and sign the following documents: <ul style="list-style-type: none"> <li>• moving company's bill of lading;</li> <li>• inventory of property to be moved (quantity and condition).</li> </ul>	<ul style="list-style-type: none"> <li>• The relocated employee must be present (or his designated representative).</li> </ul>
6. <b>At the time of the delivery</b> , verify and sign the following documents: <ul style="list-style-type: none"> <li>• moving company's bill of lading;</li> <li>• inventory of property to be moved (quantity and condition).</li> <li>• inventory checklist.</li> </ul>	<ul style="list-style-type: none"> <li>• The relocated employee must be present (or his designated representative).</li> </ul>