

Please review the following information carefully and contact your Relotrans relocation coordinator with any questions you may have.

YES!

- Vehicle must be fully operable including the battery. If not, additional fees or methods may apply.
- Auto must have working brakes and have a working emergency brake.
- Driver side door and window must be completely functional.
- Alert your counselor to ANY vehicle modifications made to the automobile. Examples would be lift kits, camper shells, after market lighting, spoilers, lowered clearance, fairing, air dams, and or other low hanging items. Any damage caused by such low hanging items hanging up, catching on, or scraping on the rail and truck ramps or ground shall be denied.
- Convertible tops must be in excellent condition and documented as such on the bill of lading at time of pickup with the driver. The repair or any necessary replacements due to small rips and holes that get larger during transport will not be the responsibility of ReloTrans or the transporter.
- Remove all toll transponders (E-Z Passes) from vehicle. Relotrans will not be held responsible for toll fees incurred while vehicle is being transported.
- Ensure that your car is clean prior to pick-up and able to be visually inspected at pickup by you and the driver.

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- Be sure and leave between $\frac{1}{4}$ and $\frac{1}{2}$ of tank of gas in the vehicle. If your vehicle will be traveling by vessel it is mandatory the level be less than $\frac{1}{4}$ tank. During transport it is sometimes necessary to reposition vehicles on the transporter. This can result in fuel consumption and minimal additional miles.
- Provide your coordinator with an active contact name and number for both pickup and delivery.
- You or your designated person must be in-person for both pick-up and delivery to confirm vehicle condition prior to driver's departure. A signature is required on both ends and any damage/exceptions must be notated at delivery with the driver.
- Confirm the pickup and delivery location are tractor trailer accessible. A good way to think of it is "can a moving truck with a car on top of it access your location without the car being damaged?"
- Be prepared to schedule the vehicle pickup Monday- Friday and know that deliveries take place 7 days a week. We discourage any deliveries after dark to ensure that proper inspections take place.

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- Do not cancel your insurance. It is required to cover glass damage and Acts of God because ReloTrans is not responsible for these events.
- Vehicles with obvious fluid leaks will not be loaded.
- Do not leave or pack any personal items in the vehicle. The DOT prohibits the carrying of personal items on a trucks licensed for transporting automobiles. Neither ReloTrans nor the carrier will be responsible for anything loose inside the vehicle. Stored items also increase the overall weight which may result in damage during transport. Non-compliance can result in removal of items by the DOT during inspection at state lines.
- Do not leave any non-permanent racks, accessories, tool boxes etc. as well as antennas attached to the vehicle. Vinyl or canvas tonneau covers must be rolled, retracted and locked or removed. Spare tire covers, grill covers and car covers must be removed.
- Do not pack plants, hazardous materials, firearms or wine in your vehicle. It is forbidden by law to transport them in this manner.
- Do not pack your car keys. One set of ALL keys for the automobile must be provided to the driver at the time of pickup.

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- Don't drain the fluids from your vehicle. Autos need to be prepared for trip and destination climates. Add appropriate coolants, transition fluid, antifreeze, and other fluids.
- Don't forget to note with the driver any issues with condition at the time of delivery directly on the Bill of Lading. You must then alert your Relotrans counselor to initiate the claims process.
- Don't refuse delivery of your vehicle because it is dirty. You have 24 hours to notify your counselor of any/all new damage

