

# Moving Checklist



## TWO MONTHS PRIOR TO MOVE:

If your employer is moving you, find out what they cover.	Establish your move dates.	Contact a Stevens move coordinator to begin the moving process.	Sort and purge. Go through every room and decide what you'd like to keep and what you can throw away, sell or donate.	Create a moving binder. Use it to keep track of everything - receipts, estimates, inventory of all items you are moving.	Transfer school records. Arrange for dental and medical records to be transferred. Ask for referrals.
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## SIX WEEKS PRIOR TO MOVE:

Contact the IRS or your accountant for forms and info regarding tax-deductible moving expenses.	Order supplies – tape, bubble wrap, markers. Contact Stevens Worldwide Van Lines for specialty boxes and crates.	Contact the utility company and transfer your services. Leave utilities on until the day after moving.	Transfer your driver's license(s) to your new state.	Establish new bank accounts if your current bank doesn't have a branch in your new area.	Finalize your living arrangements, home-owners/renters insurance at your new residence.
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## ONE MONTH PRIOR TO MOVE:

Finalize your move with Stevens Worldwide Van Lines. If you need storage, make arrangements with Stevens now.	If you have high-value or specialty items, call Stevens for an appraisal and see if you will need extra liability coverage.	Visit <b>www.usps.com</b> to notify the Postal Service of your new address. Send change-of-address cards to friends, relatives and any subscriptions.	Arrange for installations, repairs, utilities in your new home.	Make any travel arrangements – including reservations for lodging.	Finalize your living arrangements. Collect important papers – wills, birth certificates, social security cards, car titles, medical records, financial documents and store in a separate, safe place.
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## THREE WEEKS PRIOR TO MOVE:

If you are doing your own packing, start now. Clearly label and number each box with its contents and its designated room.	Make arrangements for child care or pet sitting for the day of the move.	Set aside flammables to be moved by you or disposed of.	Visit "Move Tips" at <b>stevenscleveland.com</b> for packing tips, questions for the movers, how to transfer services, storage, or how to move glass or marble items.	Return library books or anything borrowed from neighbors or friends.	Have your car serviced for the trip.
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## TWO WEEKS PRIOR TO MOVE:

Take care of bills, stocks and investments.	Take pet(s) to the veterinarian for immunizations and get copies of their records for your new vet.	Drain oil and gasoline from power equipment. Drain garden hoses.	Review your move plans. Are you on schedule? Any last minute changes? If Stevens is also unpacking, be sure to arrange this with your move coordinator.	Refill and transfer your prescriptions. Have electrical appliances serviced for shipping.	Remove items from your safety deposit box and put them in the safe box you will be taking with you on move day.
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## ONE WEEK PRIOR TO MOVE:

Arrange for newspapers or other delivery services to be discontinued.	Defrost and dry refrigerator and freezer.	Pack suitcases with clothes, toiletries, and jewelry.	Obtain cash or traveler's checks for the move.	Arrange for payment for movers.	Ask about the Stevens Home Protection Kit™ to protect doors, walls, carpets and more.
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# Move out day

Today's the day! There has been a lot of hard work and planning leading up to this day. Here are some practical tips to help make the day go as smooth as possible.

First, try to breathe. Yes, it's hectic, but Stevens Moving and Storage has you covered. Our crews are highly trained and will help you every step of the way. If at any time during the move you have questions or concerns, contact your personal move coordinator.

Okay, let's get this done!

1. Make sure you are available the entire day of packing and loading.
2. If packers are packing high-value items – antiques, works of art, furs, etc. be available to view the packing. Money, jewelry, coins, etc. cannot be packed.
3. Check the inventory to see if you agree with the notations made by the driver as to the current condition of your furniture. If you see a discrepancy, please make a note of it on the same inventory sheet.
4. Prior to the arrival of the packing or loading crew, make sure to keep items you will be taking with you in a separate place so the crew does not accidentally pack or load them.
5. Check drawers, cabinets, closets for items that may have been missed during packing.
6. Do a final walk-through of the house, garage and yard to make sure nothing has been missed once the loading is complete.
7. Turn off lights, lock windows and doors.
8. Confirm the destination address and directions with the driver.
9. Make sure the driver and your move coordinator are aware of how to reach you en route and at your destination.

# Move in day

You made it! Congratulations and welcome to your new home. Here is a list of things you will want to do upon arrival.

1. Walk through and verify placement of furniture.
2. Make sure everything that was loaded at your previous location has now reached its new destination. Check off the inventory by having the driver call off the inventory numbers on each box and piece of furniture. Then, mark them off on the inventory sheet.
3. Check the condition of each piece closely. Note any exceptions or missing items on the inventory sheet.
4. If you find something missing or damaged, contact your move coordinator as soon as possible to initiate a claim form.
5. Check the boxes that contain high-value items for their safe arrival.
6. The driver will set up your beds and reassemble items that were disassembled at your previous location\*
7. If you have pre-arranged for Stevens to unpack certain areas, the packers will remove all boxes and paper. If you are doing the unpacking yourself, Stevens can arrange for debris removal. Contact your move coordinator to arrange this service.

\*This does not include hanging pictures or other permanent wall fixtures.

Questions?  
Call your move coordinator.



## A few notes to remember:

- Transporting wine can be difficult due to temperature fluctuations. Given this, Stevens cannot be responsible for any damage beyond bottle breakage.
- Lawn mowers and other gas-powered engines must be emptied of oil and gas. Gas cans must be washed out to avoid fumes. If autos are being transported the gas tank should be at ¼ full or less. The oil level can remain at a normal level. Additional cargo is not permitted in an automobile.
- Items that are affixed to a wall or ceiling must be taken down in order for the movers to pack and ship them. This includes ceiling fans, light fixtures, drapery rods, etc.
- Due to residential liability issues, items located in an attic or overhead storage area must be brought down to floor level for packing and/or loading. Please have these items down prior to packing and loading day.
- Trash cans and barbeque grills must be free of debris and washed out prior to loading day.

**STEVENS**  
MOVING & STORAGE