

Pre-Move Checklist

12-9 Weeks Before

If your employer is moving you, verify what your company covers.

Establish tentative dates for your move.

Contact a realtor to sell your home.

Contact a Stevens' Move Counselor to plan your move.

Contact a realtor in your new town to buy a new home or to get an apartment guide if you are renting.

8-7 Weeks Before

Begin sorting out those items you do not plan to move. Make plans for selling them or donating them to charity.

Contact the IRS or your accountant for forms and information regarding tax deductible moving expenses.

6 Weeks Before

Finalize your living arrangements, homeowners/renters insurance and finances regarding your new residence.

Assess job opportunities for your spouse or children.

Establish new bank accounts if your current bank doesn't have a branch in your new area.

Sketch out a floor plan of your new home and get room measurements.

Contact the utility company that services your new residence to transfer service into your name.

5 Weeks Before

Finalize pickup and delivery dates with Stevens Worldwide Van Lines. If you need storage, make arrangements with Stevens now.

Read "How to Pack" Brochure if you plan to pack yourself.

Continue sorting belongings that you will dispose of, items you are taking with you and everything else that goes with the mover.

If you have high value or unusual items that you expect to ship, obtain an appraisal and gather receipts.

4 Weeks Before

Visit www.usps.com to notify the postal service of your new address and send change-of-address cards to friends, relatives and periodicals.

Arrange for utilities, repairs and installations in your new home.

Obtain forms for transferring drivers license(s) and applying for credit.

3 Weeks Before

Contact your doctor and dentist offices for referrals to a new physician and dentist and to obtain dental and medical records to take with you.

Doing your own packing? Start Now.

Make any travel arrangements, including interim hotel reservations and car rental.

2 Weeks Before

Return library books and anything borrowed from friends or neighbors.

Relax! Take the family for a farewell drive to some of the places you've loved. Have a "going away" party for the kids and their friends.

Take care of bills, stocks and investments.

Take pet(s) to veterinarian for immunization & get a copy of their records for your new veterinarian.

Transfer bank accounts.

Drain oil and gasoline from power equipment.

Have your car serviced before the trip.

1 Week Before

Transfer prescriptions.

Arrange for delivery services to be discontinued, newspapers, etc.

Start gathering those items to take with you on your trip.

Pack luggage.

Defrost and dry refrigerator and freezer to be moved.

Obtain cash or travelers checks for trip expenses.



What To Take Along

Here are some suggestions of what you may need to take with you. Whether you travel by car or airplane, whether it's short or long distance or whether you have small children and pets will determine the items you need. Don't forget to write in personal items that are important to you.


- Suitcases
- Moving Paperwork
- Credit Cards, Cash
- House & Car Keys
- Irreplaceable Items, Valuables
- Kids' Toys
- Pre-moistened Towels
- Drinking Water & Beverages
- Snacks
- Pet Food and Dishes
- Blankets and Pillows
- First Aid Kit
- Road Maps
- Photo Identification
- Car Registration, Proof of Insurance
- Other _____

Things to Know

Your Stevens' Agent

To contact your local agent for your free estimate, or to call about the status of your move, simply visit our website at www.stevensworldwide.com. Click on Stevens, then read more under Stevens Agents Listings.

Choose the state from the drop down list to show the available agents. Please use the area below to record the information for the agent you select:

Agent name: _____  _____

Address: _____ 3410 Rockefeller Court _____
Waldorf, MD 20602

Contact Name: _____

Phone: _____ 800-333-5303 _____

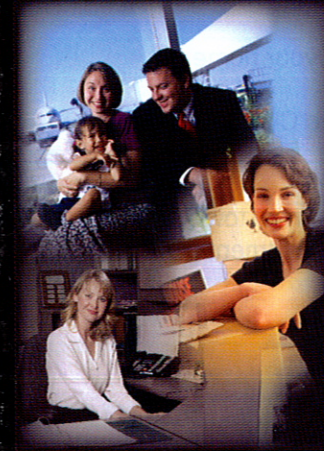
Paying For Your Move

Tariff regulations require that all charges be paid in cash, credit card, money order, cashiers check or traveler's check before your shipment is unloaded at destination. Be sure you have your payment ready when the truck arrives at your destination.

Stevens

Worldwide

Van Lines



Moving Tips

www.stevensworldwide.com

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