

# Moving Checklist

Smooth out your move with this easy to use comprehensive Moving Checklist. Just print it out and go! Also ask your banker for a *Move with Wells Fargo* brochure.

## 8 weeks before moving

- Decide whether to move yourself or hire professionals. Call at least three companies for estimates. Make reservations with moving company or truck rental company.
- Arrange to donate items. Obtain receipts for tax purposes.
- If you are moving a long distance, make travel arrangements with airline, hotel and rental car agency. If you are driving, obtain maps.
- Arrange for transfer of school records and begin process of registering in new schools.
- Get copies of your medical, dental, optical and veterinary records, if necessary. Place in a secure and accessible place.
- Place legal, financial, tax and insurance records in a secure and accessible place.
- Determine if your insurance will cover your possessions while moving. Obtain coverage, if necessary.
- \_\_\_\_\_
- \_\_\_\_\_

## 6 weeks before moving

- Gather packing supplies: moving boxes, tape, markers, scissors and packing materials.
- Start packing items that aren't regularly used. Prepare an inventory as items are being packed.
- Fill out a change of address form with the Post Office. You can do this online at [www.usps.com](http://www.usps.com).
- Provide change of address information to friends and family, magazines and newspapers, workplace and alma maters.
- Provide change of address information to doctors, lawyer, accountant, bank and other service providers. See the *Move with Wells Fargo* brochure for numbers to call to ensure all your statements arrive at your new address.
- Provide change of address information to Federal and State tax authorities. Use IRS form 8822 available at [www.irs.gov](http://www.irs.gov).
- Contact your City or County to find out where to dispose of household hazardous waste. Ask them to provide a list of items/chemicals that they can dispose for you.
- Back-up important computer files to floppy disk or CD Rom. Place in secure and accessible place.

- Contact health clubs or other organizations you have joined. Ask how you can end, sell or transfer your membership.
- \_\_\_\_\_
- \_\_\_\_\_

**4 weeks before moving**

- Provide utilities companies (telephone, long distance phone company, electricity, gas, water, cable TV and trash collection) at new and old locations with your moving date. Return cable equipment to avoid equipment collection fees.
- Gather auto licensing, registration and insurance documents; if moving to a different state, be prepared to obtain the necessary new documents and license plates once you arrive.
- Talk with insurance agent regarding changes in policies and set up appropriate (and immediate) coverage for new location. Wells Fargo can provide competitive homeowners, renters and auto insurance quotes. Information can be found immediately at [wellsfargo.com](http://wellsfargo.com).
- \_\_\_\_\_
- \_\_\_\_\_

**2 weeks before moving**

- Arrange for transportation of valuable items; plan to take jewelry, important documents and other small valuables with you rather than ship them.
- Prepare cars for travel. Have your cars serviced and check the tires.
- Cancel newspaper and other regular deliveries.
- Meet with your Wells Fargo banker. Your banker can: order checks (and savings drafts, where applicable) with your new address; securely dispose of unused checks with your previous address at no charge; connect you with a new bank location near your new home or business; and provide you with a free cashier's check for your mortgage closing.
- \_\_\_\_\_
- \_\_\_\_\_

**1 week before moving**

- Pick up items from dry cleaners, repair shops and lockers.
- Return library books, videotapes or any other borrowed items.
- Collect all the items you may have loaned out.
- Empty your safe deposit box and gather all valuables and important papers for safe transport to your new location.
- Drain fuel and oil from mower and other motorized equipment, from gas grills and kerosene heaters.

- Deliver all household hazardous waste to waste facility.
- Fill prescriptions, making sure you have at least a two weeks' supply.
- Prepare a "survival box" with all move-day essentials for kitchen and bathroom, basic tools, medications, one day's change of clothes, a first-aid kit and a disposable camera. Mark box "DO NOT MOVE" so it is left with you.
- Put linens and pillows in dresser drawers to have handy for the first night in your new home.
- Finish packing all boxes minus what you'll need in the final week. Prepare an inventory as items are being packed.
- Keep a detailed record and receipts of moving expenses (and reimbursements) for income tax purposes (transportation, lodging, meals, etc.)
- \_\_\_\_\_
- \_\_\_\_\_

### **The day before moving**

- Pack valuables and last-minute items.
- Empty, defrost and clean the refrigerator; block doors open.
- Provide an itinerary to a close friend or relative, including your new phone number if available.
- Gather keys, alarm codes, garage door remote controls, etc., and have them ready to turn over to the new owner, real estate agent or trusted neighbor.
- Notify police if your old home will be unoccupied after you move out.
- Pad corners and stairways of house. Lay down protective covering in entry and hallways to protect floors.
- \_\_\_\_\_
- \_\_\_\_\_

### **Moving Day**

- Record utility readings (oil, gas, electric) to compare to final bills.
- Check mover's inventory and make sure you agree with any notations about the condition of your furnishings; be prepared to take photos in case of a dispute. Walk with the crew chief while inventory is being taken.
- Check mover's Bill of Lading for completeness before signing; obtain a copy for your records.
- Record the van driver's name and provide driving directions and contact numbers for the new location. Confirm expected delivery time with the driver.
- Inspect every room, closet, cabinet and around the yard one last time before deciding everything is loaded.
- Hand over keys, alarm codes, garage door remote controls to new owner, real estate agent or neighbor.

- Keep travel luggage and valuables separate from the items being taken by the movers. Make sure you have at hand the “survival box”, keys, important papers, map, valuables you are transporting and telephone number of moving company.

### **Arrival Day**

- Arrange to arrive before the movers to avoid any waiting charges. Show movers where to place furniture and boxes.
- Contact local utility companies and establish service, if necessary.
- Check appliances, furnace and water heater; arrange for service if anything is not working properly.
- Check inventory to ensure everything was delivered before signing delivery papers. Check everything carefully for loss or damage; list anything lost or damaged in the move on the inventory form (since you’ll do some unpacking after the movers leave, make a note on the inventory “subject to inspection for loss or concealed damage”).
- Locate the “survival box” for those items you’ll need right away.
- Schedule empty box pickup with your mover.

### **The Final Details**

- Decide which documents must be kept, determine for how long and file them in a safe place. Ask a Wells Fargo banker for the Safe Deposit Box discount available in the *Move with Wells Fargo* brochure.
- Remember to make monthly payments. A Wells Fargo banker can assist you with setting up automatic loan payments, overdraft protection and direct deposit.
- Set up automatic mortgage payments. Wells Fargo offers checking accounts with many great benefits, free with automatic mortgage payments. Ask a Wells Fargo banker for more details.
- Arrange for insurance coverage for your home and cars. Wells Fargo Insurance arranges for competitive homeowners and renters insurance quotes. Ask a Wells Fargo banker for more details.
- Obtain necessary licenses (driver’s, auto, pet) and register cars.

**Important Phone Numbers Needed to Complete Your Move**

Moving Company	School	Doctor/Clinic
Dentist	Eye Doctor/Optician	Pharmacy
Veterinarian	Lawyer/Attorney	Gas/Oil Company
Phone Company	Electric Company	Cable/Satellite
Water/Sewer	Trash Collector	City/County Offices
Charity to Accept Donations	Home Insurance Agent	Auto Insurance Agent