



## Checklist for Moving

### Before You Leave

- **Address Change**
  - Post Office: Give forwarding address
  - Charge Accounts, Credit Cards
  - Subscriptions: Notice requires several weeks
  - Friends and Relatives
- **Bank**
  - Cancel any automatic payment or direct deposit arrangements
  - Transfer funds & arrange check-cashing in new city
  - Arrange credit references
- **Insurance**
  - Notify company of new location for coverage's: Life, Health, Fire, and Auto
- **Utility Companies**
  - Gas, Electricity, Water, Telephone, Fuel, Garbage, and Cable T.V.
  - Get refunds on any deposits made
- **Delivery Service**
  - Laundry, newspaper, change over of services
- **Children**
  - Register in school
  - Transfer school records
  - Arrange for day care
- **Medical, Dental, Prescription Histories**
  - Ask Doctor and Dentist for referrals
  - Transfer needed prescriptions, eyeglasses, X-rays
  - Obtain birth records, medical records, etc.
- **Pets**
  - Consult a veterinarian about moving your pet
  - Obtain all records
  - Ask about regulations for licenses, vaccinations, tags, etc.

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- **Don't Forget To:**
  - Empty freezer; plan use of foods
  - Defrost freezer and clean refrigerator. Place charcoal inside to dispel odors
  - Have appliances serviced for moving
  - Clean rugs or clothing before moving; have them moving-wrapped
  - Clean and/or repair furniture and curtains
  - Check with your moving counselor on insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment
  - Plan for special care needs for your infants and pets
  - Assemble first day items - soap, toilet paper, pencils, paper, toiletries, bath towels, utility knife, scissors, trash bags, etc.
  - Obtain relocation package from Real Estate agent or Chamber of Commerce in your new city
  - Arrange for storage (if needed)
  - Find out about tax-deductible moving expenses
  - Obtain all personal records from lawyers and accountants
  - Assemble packing materials
  - Have car checked and serviced for the trip
  - Pack a day or two worth of extra clothing in case of a delay
- **On Moving Day**
  - Make a list of every item and box loaded onto the truck.
  - Carry enough cash or travelers checks to cover cost of moving services and expenses until you make banking connections in your new city.
  - Carry jewelry and documents yourself; or use registered mail.
  - Carry an assortment of toys for the children (if needed).
  - Let a close friend or relative know route and schedule you will travel including overnight stops; use them as your message headquarters.
  - Double check closets, drawers, and shelves to be sure they are empty.
  - Turn off all appliances and lock all doors and windows
  - Leave all old keys needed by new tenant or owner with Realtor or neighbor.
  - Let the movers know where you can be reached.
- **At Your New Address**
  - Check off all the boxes and items as they come off the truck.
  - Install new locks.
  - Check on service of gas, electricity, water, telephone, garbage, and Cable T.V.
  - Check pilot light on stove, hot water heater, and furnace.
  - Have appliances checked.
  - Ask mail carrier for mail he or she may be holding for you.
  - Apply for state driver license (or just address change if needed).
  - Visit city offices and register for voting.
  - Register car within five (5) days after arrival in state or a penalty may have to be paid when getting new license plates.
  - Obtain inspection sticker and transfer motor club membership.
  - Arrange for medical services: doctor, dentist, veterinarian, etc.