

Moving Checklist

Before You Leave

- Obtain movers guide from your local post office.
- Update credit card, other accounts.
- For any subscriptions, give notice of your new address as soon as possible, ideally six or eight weeks notice.
- Notify friends & relatives.

Bank

- Locate branches of your bank close to your new home.
- If necessary, arrange to transfer funds to a new bank. Be sure to cancel any automatic payment or direct deposit.

Insurance

Notify companies of new location for coverage:

- Life Insurance.
- Health Insurance.
- Auto Insurance.

Utility Companies

- Cancel gas, electricity, water, telephone, municipal services, internet, & cable TV.
- Get refunds on any deposits made.

Children

- Register in school.
- Transfer school records.
- Arrange for day care.

Records

- Ask doctor and dentist for referrals; get prescriptions, eyeglasses, X-rays, if appropriate.
- Get copies of birth certificates, medical records, children's school records.

Pets

- Ask about regulations for licenses, vaccinations, tags.
- Consult a veterinarian about moving the pet.
- Obtain all records.

Don't Forget!

- Empty and defrost freezer & clean refrigerators.
- Have appliances serviced before moving.
- Clean and/or repair furniture, rugs, and curtains.
- Plan for special care needs for your infants & pets.
- Obtain all personal records from lawyers & accountants.
- Obtain relocation package from real estate agent or Chamber of Commerce.
- Make arrangements for cable TV and internet.
- Find out about tax deductible moving expenses.
- Discuss with your moving counselor: insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment.
- Find a legal way to dispose of items moving companies are not allowed to move, like propane tanks and ammunition.
- Make arrangements for moving your plants; moving companies do not typically assume responsibility for them.
- Arrange for storage, if needed.
- Make sure to have the things with you that you will need right away when you arrive – a lamp, bowls, utensils, bathroom tissue, snacks, coffee pot, etc.
- Assemble packing materials.
- If you're driving a long distance, have car serviced & checked for the trip. Let a close friend or relative know the route and schedule you will travel, including overnight stops. Pack a day or two worth of extra clothing in case of delay.



NOTES & QUESTIONS:

Moving Checklist

Moving Day

- Make a list of every item and box loaded onto the truck.
- Take jewelry, family photos, and important documents with you – or mail them to yourself by registered mail.
- Carry an assortment of toys for children (if needed).
- Double check closets, drawers, & 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 how you can be reached.

At Your New Home

- Check off all boxes & items as they come off the truck.
- Install new locks.
- Check on telephone, gas, electricity, water & trash pickup.
- Check pilot light on stove, hot water heater & furnace.
- Ask mail carrier for mail that may have been held until your arrival.
- Register car within five days after arrival in state or a penalty may apply when getting new license plates.
- Arrange for medical services: doctor, dentist, etc.



Change of Address Checklist

Utilities

- Electricity
- Gas
- Water
- Cable/Internet/Phone
- Cell Phone
- Trash

Financial

- Employment (HR/Payroll)
- Banks
- Credit Cards
- Loan Agencies (Mortgage, Auto, Student, etc.)
- Insurance (Auto, Medical, Home, Dental, Life, etc.)
- Investment Broker

Government

- Social Security
- Department of Revenue
- DMV (License, Registration)
- USPS Mail Forwarding
- Voter Registration
- Business License Office (if you operate a business from home)

Memberships

- Professional Associations
- Magazines/Subscriptions
- Gyms
- Churches
- Community Groups
- Country Clubs
- Alma Maters
- Civic Organizations
- Licensing Boards
- Any Other Memberships

Services

- Home (Lawn, Delivery, Housekeeping, etc.)
- Childcare (Babysitter, School, Daycare, etc.)
- Doctors
- Lawyers
- Accountants
- Vet/Groomer

Other

- Business Cards
- Friends/Family
- Newspaper

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