

CHECKLIST FOR

Moving

CHANGE OF ADDRESS:

- ☐ Post Office
- ☐ Charge Accounts
- ☐ Friends & Relatives
- ☐ Subscriptions
(notice requires several weeks for magazines)

BANK:

- ☐ Transfer funds
- ☐ Arrange check cashing in new city

INSURANCE:

- ☐ Notify new locations for coverage
(life, health, fire, auto, homeowner's)

AUTOMOBILE:

- ☐ Transfer car title
- ☐ Registration / tag
- ☐ Driver's license,
- ☐ State windshield sticker
- ☐ Motor club membership

UTILITIES:

- ☐ Gas
- ☐ Electric
- ☐ Water
- ☐ Phone
- ☐ Cable TV
- ☐ Get refunds for any deposits made
- ☐ Arrange for immediate service in new town
- ☐ Arrange final reading
- ☐ Change of name for billing

DELIVERY PEOPLE:

- ☐ Cancel laundry
- ☐ Cancel newspaper

SCHOOL:

- ☐ Ask for copies or transfer of children's records

MEDICAL:

- ☐ Medical records of family and pets
- ☐ Drug and eye (contact or glasses)
- ☐ Prescription to be transferred
- ☐ Doctor and pharmacist recommendations
- ☐ Letters of introduction to transfer memberships
- ☐ Special care needs of infants
- ☐ Pet requirements in new city

MISCELLANEOUS:

- ☐ Empty freezer and plan use of food
- ☐ Defrost freezer/refrigerator
- ☐ Service applications for moving
- ☐ Clean rugs and/or clothing and have them "moving-wrapped"

MOVING COMPANY RELATED:

- ☐ Insurance coverage
- ☐ Packing and unpacking labor
- ☐ Arrival day
- ☐ Shipping papers
- ☐ Method and time of expected payment
- ☐ Plan garage sale

- ON MOVING DAY:**
- ☐ Carry currency, jewelry and special documents by yourself or use registered mail
 - ☐ Plan for transporting pets and ensure you can be found if they are lost
 - ☐ Carry traveler's checks for quick available funds
 - ☐ Tell close friends and relatives your route and schedule (including overnight stops)
 - ☐ Use your friends and relatives as "message headquarters"
 - ☐ Double check closets, drawers and shelves to make sure they are empty
 - ☐ Arrange to leave keys with new tenants, owner or agent