

## IMPORTANT CHANGES OF ADDRESS

- ☐ Utilities
- ☐ Electricity
- ☐ Gas
- ☐ Water
- ☐ Cable/Internet/Phone
- ☐ Cell Phone(s)
- ☐ Trash

## FINANCIAL

- ☐ Employment (HR/Payroll)
- ☐ Banks and 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
- ☐ Alma Maters
- ☐ Civic Organizations
- ☐ Licensing Boards
- ☐ Other Extracurricular Activities

## SERVICES

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

## OTHER

- ☐ Business Cards
- ☐ Friends/Family



# CHECKLIST

## FOUR WEEKS TO GO

- File a change of address form with the post office.
- Notify creditors and subscription services of your new address.
- Research doctors and dentists in your new location.
- Set aside items to be sold or donated. Have a garage sale.
- Arrange time off at work.
- Buy moving supplies like boxes and tape etc.
- Inventory your items. Assign a value to them all.
- Arrange utility services to be turned on/off at your new and old homes.
- Notify your child's school of your impending moves.

## THREE WEEKS TO GO

- Make a list of important names and phone numbers you'll want to remember.
- Make a plan for moving pets and plants.
- Make arrangements with your bank, including moving your safe deposit box.
- Review your home insurance to see if moving is covered.
- Transfer your insurance to cover your new home.

## TWO WEEKS TO GO

- If shipping a vehicle, clean it out and have fluids topped off.
- Start packing.
- Make travel arrangements.
- Arrange for appliance servicing.
- Dispose of hazardous/flammable items like gasoline, bleach and aerosol cans.
- Discontinue newspaper delivery, trash pick-up, lawn service, etc.

## ONE WEEK TO GO

- Arrange for driver payment at your destination.
- Set aside valuables and personal items that will travel with you.
- Drain fuel from gas-powered equipment like lawn mowers.

## THE DAY BEFORE YOU MOVE

- Set aside a specific move-in box full of items you'll need immediately at your new home. This contains items like towels, paper plates, and a vacuum cleaner etc.
- Make sure everything is packed.
- Have important documents related to the move ready.
- Defrost and clean your refrigerator.

## MOVING DAY

- Plan to be at the home when movers arrive.
- Your driver should have a utility parts box to ensure all loose parts are together and easy to access at your destination.
- Take a final walk-through of your home to make sure nothing has been overlooked.
- Sign the Bill of Lading, electing your valuation protection coverage and double checking that your new address and phone numbers are correct.
- Lock all doors, windows, and turn off all switches.
- Try to arrive early to verify that utilities are connected and working.
- Be ready to provide payment to your driver.
- Unpack and get settled in your new home.