

## Managing Your Move Moving Checklist



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### One Month Before Moving

- Fill out Change of Address from Post Office
  - Fill out IRS change of Address Form
  - Make arrangements with moving company or reserve moving truck
  - Make travel arrangements, if necessary, with airlines, buses, car rental agencies and hotels
  - Transfer memberships in churches, clubs and civic organizations
  - Obtain medical and dental records, e-rays and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.
  - Set up bank account in new city
  - Check into the laws and requirements of your new city regarding home-based business, professional tests, business licenses and any special laws that might pertain to you.
  - Take inventory of your belongings before they're packed, in the event you need to file an insurance claim later. If possible, take pictures or video tape your belongings. Record serial numbers of electronic equipment.
  - Make arrangements for transporting pets
  - Start using-up food items, so that there is less to pack and possibly spoil
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### One to Two Weeks Before Moving

- Switch utility services to new address. Inform electric, disposal, water, newspaper, magazine subscription, telephone and cable companies of your move.
  - Arrange for help on moving day
  - Confirm travel reservations
  - Reserve elevator if moving from condo
  - Have appliances serviced for moving
  - Clean rugs and clothing and have them wrapped for moving
  - Plan ahead for special needs of infants
  - Close bank accounts and have your funds wired to your new bank. Before closing be sure there are no outstanding checks or automatic payments that haven't been processed.
  - Collect valuables from safe-deposit box. Make copies of any important documents before mailing or hand carry them to your new address.
  - Check with your insurance agent to ensure you'll be covered through your homeowner's or renter's policy during the move.
  - Defrost freezer and refrigerator. Place deodorizer inside to control odors.
  - Give a close friend or relative your travel route and schedule so you may be reached if needed.
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### On Moving Day

- Double check closets, drawers, shelves, attic and garage to be sure they are empty
  - Carry important documents, currency and jewelry yourself, or use registered mail.
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### Arriving at your New Home

- Renew your driver's license, auto registration and tags
- Shop around for new insurance policies, especially auto coverage.
- Revise your will and other legal papers to avoid longer probate and higher legal fees
- Locate the hospitals, police stations, veterinarian and fire stations near your home.