

One Month Before Moving:

- _____ Fill out change of address order form for post office.
- _____ Fill out an IRS change of address form.
- _____ Make arrangements with moving company or reserve a rental 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, x-rays and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.
- _____ Set up a checking account in your new city.
- _____ Check into the laws and requirements of your new city regarding home-based businesses, professional tests, business licenses and any special laws that might be applicable to you.
- _____ Take inventory of your belongings before they're packed, in the event you need to file an insurance claim later.
- _____ 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 left to pack and possibly spoil.

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 an apartment.
- _____ 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.

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.
- _____ Carry travelers checks for quick, available funds.

After Arriving At 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.