

Old Location/New Location Checklist



Old Location

Take these items into consideration while still at the old location:

- Arrange for a professional mover
- Take household goods inventory
- Check with your insurance agent about coverage for the move, transfer of policies
- Clean out closets/garage
- Send draperies and rugs to cleaners in time for packing with other goods
- Defrost freezer

Call your landlord or the following to have services shut off, discontinued, or disconnected:

- Water company
- Electric company
- Gas/oil company
- Telephone company
- Cable company
- Newspaper delivery
- Dairy delivery

Notify post office of new address and send change of address cards to:

- Charge accounts
- Loan companies
- Friends, relatives
- Credit cards
- Subscriptions

Take care of household and personal business:

- Pick up any clothing items from dry cleaner
- Empty safe-deposit box
- Arrange for banking in new location, transfer bank funds
- Arrange for local school to transfer children's records
- Ask dentist for recommendations of new dentist and arrange for records to be forwarded
 - General dentist _____
 - Orthodontist _____
 - Other _____
- Ask physician(s) for recommendations and arrange for records to be forwarded
 - Family doctor _____
 - Pediatrician _____
 - Specialists _____
- Obtain veterinarian records
- Have appliances serviced for moving, if applicable
- Transfer church, club, civic organization memberships; obtain letters of introduction
- Obtain moving company's toll-free telephone number to check progress of shipment
 - Name of company _____
 - Telephone number _____

Make travel arrangements:

- Flight
- Hotel reservations
- Arrange for transportation of pets
- Car rental
- Plan auto route
- Tell a close friend or relative your plans – let him/her act as your message center
- Check closets/shelves in all rooms to be sure they are empty
- Leave current house or apartment in clean condition

Before Arriving at New Location

Arrange for utility services in new area:

- Water company
- Electric company
- Gas/oil company
- Telephone company
- Cable company

Ask new landlord, previous tenant, or real estate agent for recommendations for repair services:

- Plumber _____
- Electrician _____
- TV repair _____

New Location

- Order local newspaper
- Meet your neighbors (write down their names)
- Get recommendations for babysitters, nanny agencies, etc.
- Contact Welcome Wagon, Welcome Ambassador, or other merchant-sponsored organizations for information and free gifts, coupons
- Join Newcomers Club
- Put valuables into a safety deposit box in the new bank
- Arrange for new school to receive records
- Contact new dentists and doctors to arrange for record delivery
- License pets
- Arrange for new registration of cars (bicycles also, if required)
- Obtain new driver's license, if you moved to a new state, or correct address on present license