

# Change of Address and Moving Checklist

If you are moving to a new home in the same area, some of these moving tips may not apply, but be sure to read them all carefully as the change of address is always necessary.

## PRIOR TO MOVING

- \*Make arrangements with moving company or van rental.
- \*Create a list of all accounts, service providers and organizations for changing your address (see the right hand column to get you started).
- \*Have car tuned up if traveling a long distance.
- \*Empty freezer; plan use of food.
- \*Defrost freezer and clean refrigerator. Place charcoal to dispel odors.
- \*Have appliances serviced for moving.
- \*Clean rugs.
- \*Plan for transporting pets.
- \*Arrange for storage if necessary.

## MOVING DAY

- \*Leave keys and appliance manuals at the house.
- \*Carry enough cash or traveler's checks to cover the cost of moving services and expenses.
- \*Carry jewelry and documents yourself; or use registered mail.
- \*Double check closets, drawers, shelves to be sure they are empty.
- \*Notify a family member or friend of your travel route.
- \*Pack lots of water.

## AT YOUR NEW HOME

- \*Check on service of telephone, gas, electric, water and trash.
- \*Check pilot light on stove, hot water heater, furnace and appliances.
- \*Ask letter carrier or pick up mail being held for your arrival.
- \*Visit the DMV to change your driver's license, vehicle registrations, and voter registration.
- \*Register children for school, do not forget to bring the transcripts with you.
- \*Transfer motor club membership.

## FINANCIAL INSTITUTIONS

- \*Transfer funds.
- \*Obtain cashiers check necessary for closing escrow (be sure to ask if the check is drawn on a California institution).
- \*Arrange credit references.
- \*Change address on all accounts (checking, savings, investment, loans, credit cards).

## CHURCH, CLUBS, CIVIC ORGANIZATIONS

- \*Transfer memberships.
- \*Get letters of introduction and baptismal certificates.

## INSURANCE

- \*Notify all companies (auto, life, health, home owners) of new location for coverage.

## MEDICAL, DENTAL AND PRESCRIPTION HISTORIES

- \*Ask doctors and dentists for referrals.
- \*Transfer needed drug prescriptions, eye prescriptions and x-rays.
- \*Obtain birth records, medical records, etc.

## PETS

- \*Research regulations for licenses, vaccinations, tags, etc.
- \*Obtain copies of veterinary records.

## UTILITY COMPANIES

- \*Cancel/change service at gas, electric, water, telephone, cable, cell phone, internet, trash.
- \*Obtain refunds on any deposits made.

## OBTAIN RECORDS

- \*Legal Records including Will.
- \*School Transcripts.

## CHANGE OF ADDRESS

- \*DMV / Voter Registration.
- \*Friends and Relatives.
- \*Lawyer.
- \*Post Office.
- \*Subscriptions: Notice requires several weeks.
- \*Websites.
- \*Work.

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