

# 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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