

# 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 or disconnected:

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

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

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

### Take care of household and personal business:

- Pick up any clothing, storage items from cleaners
- 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, 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

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

- Plumber \_\_\_\_\_
- Electrician \_\_\_\_\_
- TV repair \_\_\_\_\_

## New Location

- Order local newspapers
- 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
- Have pets licensed
- 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