

# NORTH AMERICAN TITLE COMPANY

# Checklist for Moving



## ► Before You Leave

### Address Change

- Post Office | Provide forwarding address.
- Change accounts | Transfer credit cards.
- Subscriptions | Require several weeks notice.
- Notify friends and relatives.

### Bank

- Cancel any automatic payments or direct deposit arrangements.
- Transfer funds and arrange check-cashing in your new city.
- Secure credit references.

### Insurance

- Notify insurance of new coverage location | Life, Health, Fire & Auto

### Utility Companies

Disconnect, collect refunds for deposits & pay final bills for:

- Gas  Electric  Water  Telephone
- Fuel  Garbage  Cable

### Delivery Service

- Laundry & Newspaper | Cancel existing services & choose new ones.

### Children

- Register in school.
- Transfer school records.
- Arrange for daycare.

### Medical, Dental, Prescription Histories

- Ask your doctor and dentist for referrals; transfer needed prescriptions, eyeglasses, X-rays. Obtain birth records, medical records, etc.

### Pets

- Consult with a veterinarian about moving your pet.
- Obtain all pet records.
- Learn regulations for licenses, vaccinations, tags, etc.

## ► And Don't Forget To

- Empty freezer. Plan use of foods.
- Defrost freezer and clean refrigerator. Place charcoal inside to dispel odors.
- Have appliances serviced for moving.
- Clean rugs or clothing before moving. Have them moving-wrapped.
- Clean and/or repair furniture and curtains.
- Topics to discuss with your Moving Company | *Insurance coverage, Packing and unpacking labor, Arrival date, Shipping papers & Payment options.*

- Plan for the special care needs of your infants and pets.
- Assemble first-day items | *soap, toilet paper, pencil, paper, toiletries, bath towels, utility knives, scissors, trash bags, etc.*
- Obtain relocation package from real-estate agent or Chamber of Commerce in your new city.
- Arrange for storage (if needed).
- Find out about tax-deductible moving expenses.
- Obtain all personal records from lawyers and accountants.
- Assemble packing materials.
- Have car checked and serviced for the trip.
- Pack a day or a couple days worth of extra clothing in case of a delay.

## ► And on Moving Day

- Make a list of every item and box loaded onto the truck.
- Carry enough cash or travelers checks to cover the costs of moving services and expenses until you make banking connections in your new city.
- Carry jewelry and documents yourself or use registered mail.
- Carry an assortment of toys for the children (if needed).
- Let a close friend or relative know your travel route and schedule including overnight stops. Use them as your message headquarters.
- Double-check closets, drawers & shelves to be sure they are empty.
- Turn off all appliances & lock all doors and windows.
- Leave all old keys needed by new tenant or owner with real-estate agent or neighbor.
- Let the movers know where you can be reached.

## ► And at Your New Address

- Check off all boxes and items as they come off the truck.
- Install new locks.
- Check on service of gas, electricity, water, telephone, garbage and cable TV.
- Check pilot light on stove, hot water heater and furnace.
- Have appliances checked.
- Ask mail carrier for mail he or she may be holding for you.
- Apply for state driver's license (or just address change if needed).
- Visit city offices and register for voting.
- Register car in legal timeframe in the new state to avoid penalties.
- Obtain inspection sticker and transfer motor-club membership.
- Arrange for medical services | doctor, dentist, veterinarian, etc.

### New Home Info

Address: \_\_\_\_\_

City | State | Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### New Work Info

Address: \_\_\_\_\_

City | State | Zip: \_\_\_\_\_

Phone: \_\_\_\_\_