



CHECK LIST TO ORGANIZE YOUR MOVE

15-20 DAYS BEFORE:

- Throw out items you don't need (giving to charities where possible.)
- Prepare inventory of belongings and organize your move. Obtain moving cost estimates. Arrange method of payment.
- Obtain moving cartons and other necessary moving supplies from movers.
- Make travel and motel arrangements if necessary.
- Notify post office, publishers and correspondents of address change.
- Arrange for transfer of medical and dental records.
- Have W-2's and other tax forms forwarded.
- Transfer insurance, check auto-licensing requirements.
- Notify school and arrange for transfer of records.
- Arrange for letters or recommendation and credit references.
- Arrange for transfers of jewelry and important documents (movers will not take these).
- Close or transfer bank accounts.
- Return borrowed items and collect things loaned.

ONE WEEK BEFORE:

- Transfer bank accounts.
- Arrange to have utilities disconnected and request final meter reading.

Cancel newspaper, diaper service, water delivery, etc.

Arrange for disconnection and servicing of heavy appliances, antennas.

Have car inspected and serviced.

Pack suitcases and set aside items needed for first days in new home.

Arrange for sufficient cash, travelers checks, etc. to cover expenses and moving costs.

Arrange for connection of utilities in new home.

Arrange for baby-sitter for moving day.

UPON ARRIVAL AT YOUR NEW HOME:

Check utility connections. Check pilot lights on gas appliances (have utility company check these).

Check with post office for mail they may be holding for you.

Register children in school.

Register car, change address on driver's license.

Register to vote.

Arrange for pet and bike licenses.

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