THE MOVE

CHECKLIST

Prepare for Your Move

* **Update your mailing address** at usps.com or fill out a change-of-address form at your local post office.
* **Change your address with important service providers,** such as your bank(s), credit companies, magazine subscriptions, and others.
* **Create a list of people who will need your new address.**   
  Whether you plan on sending formal change-of-address notices in the mail or just e-mailing the family members, friends, and colleagues who should be informed, a list will ensure no one gets left out.
* **Contact utility companies.**Make sure they’re aware of your move date, and arrange for service at your new home if the service provider will remain the same.
* **Check insurance coverage.**   
  The insurance your moving company provides will generally only cover the items they transport for you. Ensure you have coverage for any items you’ll be moving yourself.
* **Unplug, disassemble, and clean out appliances.**This will make them easier to pack, move, and plug in at your new place.
* **Check with the condo board or HOA** about any restrictions on using the elevator or particular exits or entrances for moving, if applicable.
* **Pack an “Open First” box.**Include items you’ll need most, such as toilet paper, soap, trash bags, chargers, box cutters, scissors, hammer, screwdriver, pens and paper, cups and plates, water, snacks, towels, and basic toiletries.

**If you’re moving a long distance:**

* + **Obtain copies of important records** from your doctor, dentist, pharmacy, veterinarian, and children’s schools.
  + **E-mail a copy of your driving route** to a family member or friend.
  + **Empty your safe deposit box.**