

SEND CHANGE OF ADDRESS TO:

- Post Office: Give forwarding address
- Charge Accounts, Credit Cards
- Subscriptions: Notice requires several weeks

BE SURE TO CONTACT:

- Bank: Transfer funds, arrange check-cashing in new city.
- Insurance: Notify new location of coverage (life, health, fire, auto, homeowners).
- Automobile: Transfer car title registration; also driver's license; state windshield sticker, motor club membership.
- Utilities: Gas, light, water, telephone, fuel, get refund of any deposit made; arrange for immediate service in new town; arrange for final reading and change of name for billing.
- Route Men: Laundry, paper boy, milk man: change over services.
- Schools: Ask for copies of transfer of children's records.
- Medical: Ask Doctor, Dentist, Pharmacist for referrals; transfer needed prescriptions, eyeglasses, X-rays and records.
- Organizations: Transfer memberships (houses of worship, clubs, civic organizations); get letter of introduction.
- Pets: Ask about regulations for licenses, vaccinations, tags.
- Management Office: most condos/co-ops require move-in reservations

DON'T FORGET TO:

- Empty freezer; plan use of foods.
- Defrost freezer-refrigerator. (Place charcoal to dispel odors.)
- Have appliances serviced for moving.
- Clean rugs or clothing, before moving; have them "moving-wrapped."
- Check with your moving counselor: insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment.
- Plan for special care needs of infants.
- Plan garage sale.

AND ON MOVING DAY:

- Carry currency, jewelry, documents yourself or use registered mail.
- Plan for transporting pets. (They are poor traveling companions if unhappy.) Make sure you can be found if they become lost.
- Carry traveler's checks for quick available funds.
- Tell close friends or relatives your route and schedule (including overnight stops). Use them as "message headquarters."
- Double check closets, drawers, shelves (to be sure they are empty).
- Leave all old keys, needed by new tenant or owners, with agent or Realtor.