

## CHECKLIST

# Prepare for Your Move

- Update your mailing address** at [usps.com](https://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.**

[Your Company Name] [Street Address], [City], [State] [Postal Code]; Phone: [Your Phone] E-Mail: [your.email@email.com](mailto:your.email@email.com); Web: [Web Address]

