

# CHANGING-PLACES INC

ORGANIZATION • RELOCATION • DESIGN SERVICES • WORLDWIDE

## PREPARING TO MOVE

### BEFORE YOU LEAVE

#### ADDRESS CHANGE

- Post Office: give forwarding address
- Change accounts, credit cards
- Subscriptions: require several weeks notice
- Friends and relatives

#### BANK

- Transfer funds, arrange check cashing in new city
- Arrange credit reference

#### INSURANCE

- Notify company of new location for coverages: life, health, fire and auto

#### UTILITY COMPANIES

- Gas, lights, water, telephone, fuel and garbage
- Get refunds on any deposit made

#### DELIVERY SERVICES

- Laundry, newspaper: change of services

#### MEDICAL, DENTAL, PRESCRIPTION HISTORIES

- Ask doctor and dentist for referrals: transfer needed prescriptions, eyeglasses, x-rays. Obtain birth records, medical records, etc.

#### PETS

- Ask about regulations for licenses, vaccinations, tags, etc.

### AND DON'T FORGET TO

- Empty freezer, plan use of foods.
- Defrost freezer and clean refrigerator. Place charcoal to dispel odors.
- Have appliances serviced for moving.
- Remember arrangement for TV and antenna.
- 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 of infants or pets.

### AND ON MOVING DAY

- Carry enough cash and traveler's checks to cover costs of moving services and expenses until you make banking connections in new city.
- Carry jewelry and documents yourself, or use registered mail.
- Plan for the transporting of pets; they make poor traveling companions if unhappy.
- Let a close friend or relative know the route and schedule you will be traveling, including overnight stops; use him or her as message headquarters.
- Double check closets, drawers, and shelves to be sure they are empty.
- Leave all old keys needed by new tenants or owners with Realtor or owners.

### AND AT YOUR NEW ADDRESS

- Obtain certified check or cashiers check necessary for closing real estate transaction.
- Check on service of telephone, gas, electricity, water and garbage.
- Check pilot light on stove, water heater and furnace.
- Have appliances checked.
- Ask mailman for mail he may be holding for your arrival.
- Have new address recorded on driver's license.
- Visit city office and register to vote.
- Register car within five days of arrival in state, or a penalty may have to be paid when getting new license plates.
- Obtain inspection stickers and transfer motor club membership.
- Apply for state driver's license.
- Register family in your new place of worship.
- Register children in school.
- Arrange for medical services; doctor, dentist, veterinarian, etc.
- Check with your CPA or accountant for tax deductible moving expenses.

*Changing-Places, "The Moving Architects"*

P.O. Box 629, Sausalito, CA 94966

Phone 1-415-461-6257 • 1-888-802-9188 • Fax 1-415-461-6363

[www.changing-places.com](http://www.changing-places.com) • [info@changing-places.com](mailto:info@changing-places.com)