



RELOCATION CHECKLIST

- Investigate new communities, examining the:
 - Quality of the public school district and/or costs and admission standards of private school for school-age children
 - Costs of living index
 - Crime rates
 - Tax rates (income, sales and property).

- Create a log listing all moving expenses, some of which may be tax deductible.

- Hire a moving company or rent a moving van or truck.

- Plan for the travel accompanying the move by: making hotel reservations, purchasing traveler's checks and packing personal items.

- Make the appropriate arrangements to transport children, pets and automobiles.

- Close or changeover savings and checking accounts, and close out any safety deposit boxes.

- Transfer your old bank accounts or open new checking and savings accounts; order checks listing the new address.

- Contact all physicians to obtain family medical records and obtain referrals to physicians in the new location.

- Give adequate notice of withdrawal to clubs, organizations, volunteer groups and day care centers. Contact these organizations well in advance of the move to determine how much notice will be required.

- Cancel or changeover utilities. Contact utility companies in the new location to install utilities prior to the arrival date, including:
 - Telephone
 - Electric
 - Gas
 - Oil
 - Trash and recycling collection
 - Water and sewer
 - Cable TV

- Cancel periodical delivery or notify publishing companies of new delivery address.

- Notify all bill carriers of the new address, including:
 - credit cards
 - student loans
 - college bursar's offices
 - finance companies
 - airline frequent flier cards
 - club memberships
 - insurance companies.

- Dispose of items not to be moved, hold a garage sale or donate unwanted items to a charitable organization, which may be tax deductible.

- Make an inventory list of items to be moved which may be submitted to an insurance company or movers in case items become damaged or stolen during the move.

- Retrieve school transcripts to enroll school-age children into a new school system.

- Complete a new address form at the post office instructing all mail to be forwarded to the new location.

- Send family and friends a notification of the new address and telephone number.

- Convert homeowners, property and liability insurance to the new location.

- Apply for new driver's licenses, and if permanently moving out-of-state, apply for new license plates.

- File for the homestead exemption (if any) for personal residence in a new state.

- Register to vote in new location.

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