

## **CHECKLIST FOR RELOCATING**

### **60 days prior:**

- \_\_\_\_\_ Notify your landlord of your intent to move depending on contractual lease agreement.
- \_\_\_\_\_ Notify current utilities of your intent to move and provide them with a termination date
- \_\_\_\_\_ Contact the Moving Company provided by OneWorld or your Human Resources Department
- \_\_\_\_\_ Tour your house or apartment and sort things into FOUR groups:
  1. Items to be thrown out
  2. Items to be donated
  3. Items to be sold
  4. Items to go with you (Inspect your goods. Take pictures of anything valuable before the moves arrive and pack)

### **45 days prior:**

- \_\_\_\_\_ Make your travel arrangements for optimum airline savings
- \_\_\_\_\_ Obtain a change of address kit from the Post Office
- \_\_\_\_\_ Organize your own personal records from doctors, dentists, lawyers, accountants, schools, and religious institutions. Keep them in a safe place and transport them yourself
- \_\_\_\_\_ If you are driving to your new location have your car serviced
- \_\_\_\_\_ If moving internationally, arrange for proper “pet health” certificates (many countries will only Recognize health certificates 30 days prior)
- \_\_\_\_\_ If moving internationally, obtain an “International Driver’s License” IDL
- \_\_\_\_\_ Settle any outstanding bills

### **Just prior to move:**

- \_\_\_\_\_ Notify credit card companies & pertinent vendors of your new address
- \_\_\_\_\_ Ask your landlord to complete a final walk thru and provide him/her with a forwarding address and telephone number in order to return your security deposit
- \_\_\_\_\_ Obtain cash for trip expenses and/or tips to movers.
- \_\_\_\_\_ Mail back your Fast Pass Toll System Tag (whatever called locally) (did you pay a deposit?)
- \_\_\_\_\_ If moving from an elevator building, make sure you reserve the elevator for moving day
- \_\_\_\_\_ Notify repeating deliveries of your intent to move, i.e. newspaper, diaper service, etc.
- \_\_\_\_\_ Make a list and complete local business transactions (for example, picking up your dry cleaning).
- \_\_\_\_\_ Have any rugs and clothing cleaned if you plan on putting these items into storage for a long period
- \_\_\_\_\_ Cancel your newspaper

## ***TASKS THAT SHOULD NOT BE FORGOTTEN WHEN MOVING***

### Medical Records

Obtaining copies of your medical records including your dentist, veterinarian and vaccine/immunization information can often be overlooked. In some cases, a notarized letter is required to receive the official documentation; you may need to contact the American Medical Records Association to determine your new state's procedure. All documents must be in English or translated to English.

### School Records

School records are usually required when registering your child at a new school. Often, copies will not be sufficient, and records with a raised seal will be necessary. All documents must be in English or translated to English.

### Passwords

Make a list and keep your passwords encryption.

### Garage Door Opener

Many people often forget to take the electric garage door opener out of their car before leaving. Remember to leave the opener for the new tenants or owners.

### Don't forget the pets!

Moving companies cannot transport animals or plants. Remember to make arrangements for their transfer well ahead of time in accordance with all local laws and health procedures.

### Safe Deposit Box Items

Many people forget to retrieve important documents from their safe deposit box. Keep separately the safety deposit box key with you during travel.

### Spare House Keys

The collection of spare house keys can often be forgotten. Whether it means getting them from neighbors who kept them, or retrieving them from under the rock next to the front door, don't forget to gather all sets before you depart.

### Cleaning

Although your focus will be on moving, you can't forget about preparing the old residence for your exit as each landlord will require their unit to be at least "broom clean" before they consider returning a full security deposit. Remember to leave out cleaning supplies for the final "once-over" before closing the door for good, or make arrangements in advance for a service to clean it for you

### Auto Insurance

While not necessary, providing a new insurance company with an out of state or out of country proof of insurance is always a positive. If your current insurance provider is not willing to write up a separate letter as to your driving record, simply use a past insurance certificate.

### Refrigerator

Don't forget to empty the refrigerator and defrost the freezer if necessary.